

FIRST BAPTIST CHURCH OF KETTERING
CONSTITUTION AND BY-LAWS

Approved
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CONSTITUTION

PREAMBLE

We declare and establish this constitution to preserve the principles of our faith in Jesus Christ, the inherent liberties of each member of the church, and the freedom of action of this body; and to insure that this body may be governed in an orderly manner consistent with the doctrines, principles, behavior, and opinions held as true by the Southern Baptist denomination.

ARTICLE I. NAME

This body of *born-again, baptized believers* shall be known as the First Baptist Church of Kettering, Incorporated, located at 3939 Swigart Rd., Dayton, Ohio 45440 and formerly located at 1600 Brownleigh Road, Kettering, Ohio 45429, and affiliated with the Greater Dayton Association of Baptists, the State Convention of Baptists in Ohio, and the Southern Baptist Convention.

ARTICLE II. CHARACTER

Government:

The Government of this body shall be vested in its membership. However, it recognizes the privileges and obligations of mutual cooperation which are common among Southern Baptist Churches.

Any recommendations to be considered by the Church must be submitted at least one week preceding the business meeting.

A special meeting may be called providing it is a matter of extreme importance, which affects all members, and the announcement is made in the service prior to the special meeting.

ARTICLE III. MISSION/VISION & VALUE STATEMENTS

MISSION:

To Glorify God By Connecting People To Jesus

┆
Loving God...

┆
Loving Others!

Jesus replied: “Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.”
-Matthew 22:37-40

VISION:

To see God’s Kingdom added to daily and the Communities of Faith Multiplied as we mature through intimate worship.

WE VALUE:

- Biblical Authority
- Passionate Prayer
- The Entire Family
- Servanthood
- An Atmosphere of Love & Grace
- Ministering To All People

ARTICLE IV. COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

FOR THE ADVANCEMENT OF THIS CHURCH

We engage therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines.

AS CHRISTIAN STEWARDS

We are to contribute cheerfully and regularly to support of the ministry, the expenses of the Church, the relief of the poor, and the spreading of the gospel through all nations.

ALONE AND AT HOME

We also engage to maintain family and secret devotion; to religiously educate our children; to seek the salvation of our kindred and acquaintances.

BEFORE THE WORLD

To walk circumspectly in the world; to avoid all tattling, backbiting and excessive anger; to abstain from the sales and use of intoxicating drinks as a beverage; and to be zealous in our efforts to advance the kingdom of our Savior.

TOWARD ONE ANOTHER

We further engage to watch over one another in brotherly love; to remember each other in prayer, to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech, to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

WHEN WE MOVE

We moreover engage that when we remove from this place, we will as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE V. ARTICLES OF FAITH

"We do not regard the following as a complete statement of our faith, having any quality of finality or infallibility. Baptists have historically kept themselves in a position so as to revise their statement of belief as may be expedient at any time."

ARTICLE A - Of the Scriptures

"We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its Author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us; and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds and opinions shall be tried." Luke 16:29-31, II Tim. 3:15-17; Eph. 2:20; Heb. 1:1; II Peter 1:19-21; John 16:13-15; Matt. 2:29-31; Psalm 19:7-10; Psalm 119:1-8.

ARTICLE B - Of the True God

“We believe that there is one, and only one living and true God, an infinite, intelligent Spirit whose name is JEHOVAH, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Ghost, equal in every divine perfection, and executing distinct, but harmonious offices in the great work of redemption.” Gen. 1:1; I Cor. 8:4-6; Deut. 6:4; Jer. 10:10; Is. 48:12; Ex. 3:14; Heb. 11:6; John 5:26; I Tim. 1:17; John 1:14-18; John 15:26; Gal. 4:6; Matt. 28:19.

ARTICLE C - Of the Fall of Man

“We believe that man was created in holiness, under the law of his Maker; but by voluntary transgression fell from the holy and happy state; in consequence of which all mankind are now sinners, not by constraint, but by choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.” Gen. 1:27, 2:7, 3: 4-7,22-24; John 1:23; Romans 5:12,14,19,21, 7:23-25, 11:18,22,32-33; Col. 1:21.

ARTICLE D - Of the Way of Salvation

“We believe that the salvation of sinners is wholly of grace, through the mediatorial office of the Son of God; who by the appointment of the Father freely took upon him our nature, yet without sin; honored the divine law by his personal obedience, and by his death made a full atonement for our sins; that having risen from the dead, he is now enthroned in heaven; and uniting in his wonderful person the tenderest sympathies with divine perfection, he is in every way qualified to be a suitable, a compassionate, and an all sufficient Savior.” Col. 1:21-22; Eph. 1:7-10; Gal. 2: 19-20; Gal. 3:13; Rom. 1:4; Eph. 1:7; I Cor. 1:30-31; II Cor. 5:21.

ARTICLE E - Of Justification

“We believe that the great gospel blessing which Christ secures to such as believe in him is justification; that justification included the pardon of sin and the promise of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer’s blood; by virtue of which faith his perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.” Rom. 3:24; 4:2; 5:1-2; 8:30; Eph. 1:7; I Cor. 1:30-31; II Cor. 5:21.

ARTICLE F - Of the Freeness of Salvation

“We believe that the blessings of salvation are made free to all by the gospel; that it is the immediate duty of all to accept them by a cordial, penitent and obedient faith and that nothing prevents the salvation of the greatest sinner on earth, but his own inherent depravity and voluntary rejection of the gospel; which rejection involves him in an aggravated condemnation.” Eph. 1:5; 2:4-10; I Cor. 1:30-31; Rom. 5:1-9; Rev. 22:17; John 3:16; Mark 16:16.

ARTICLE G - Of Grace in Regeneration

“We believe that in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind; that it is effected in a manner above our comprehension by the power of the Holy Spirit, in connection with the divine truth, so as to secure our voluntary obedience to the gospel; and that its proper evidence appears in the holy fruits of repentance, faith, and newness of life.” John 3:1-8; 1:16-18; Rom. 8:2; Eph. 2:1,5-6,8,10; Eph. 4:30,32; Col. 3:1-11; Titus 3:5.

ARTICLE H - Of Repentance and Faith

“We believe that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger and helplessness, and the way of salvation by Christ, we turn to God with unfeigned contrition, confession and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King, and relying upon him alone as the only and all sufficient Saviour.” Like 22:31-34; Mark 1:15; I Tim. 1:13; Rom. 3:25,27,31; 4:3,9,12,16-17; John 16:8-11.

ARTICLE I - Of God’s Purpose of Grace

“We believe that election is the eternal purpose of God, according to which he graciously regenerates, sanctifies, and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is most glorious and unchangeable; that it utterly excludes boasting and promotes humility, love, prayer, trust in God, and active imitation of his free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effect in all who truly believe the gospel; that it is the foundation of Christian assurance; and to ascertain it with regard to ourselves demands and deserves the utmost diligence.” Rom. 8:30; 11:7, Eph. 1:10; Acts 26:18; Eph. 1:17-19; II Tim. 1:9; Psalm 110:3; I Cor. 2:14; Eph. 2:5; John 6:44-45,65; Rom. 10:12-15.

ARTICLE J - Of Sanctification

“We believe that sanctification is the process by which, according to the will of God, we are made partakers of his holiness; that it is a progressive work, that it is begun in regeneration, and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means, especially the Word of God, self-examination, self-denial, watchfulness and prayer.” Acts 20:32; John 17:17; Rom. 6:5-6; Eph. 3:16; Rom. 4:14; Gal. 5:24; Heb. 12:14; Rom. 7:18-25; II Cor. 3:18; Gal. 5:16, 25-26.

ARTICLE K - Of the Perseverance of Saints

“We believe that such only are real believers as endure unto the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special providence watches over their welfare, and that they are kept by the power of God through faith unto salvation.” John 10:28-29; II Tim. 2:19; I Cor. 11:32; Rom. 8:30; 9:11,16; 5:9-10; Matt. 26:70-75.

AMENDMENTS

AMENDMENT I. - Of Stewardship

“We believe that we have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and binding stewardship in our possessions. We believe that we are therefore under obligation to serve Him with our time, talents, and material possessions; and recognize all these as entrusted to us to use for the glory of God and for helping others. In accordance to the scriptures, we believe that we should contribute of our means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer’s cause on earth. Gen. 14:20; Lev. 27:30-32; Mal. 3:8-12; Matt. 6:1-4, 19-21; 19:21, 23:23; 25:14-29; Luke 12:16-21, 42; 16:1-13; Acts 2:44-47, 5:1-11, 17:24-25; 20:35; Rom. 6:6-22; 12:1-2; 1 Cor. 4:1-2; 6:19-20; 12; 16:1-4; Phil 4:10-19.

AMENDMENT II. - Of the “Baptist Faith and Message”

“We believe in the statement adopted by the Southern Baptist Convention and published June 14, 2000 entitled “The Baptist Faith and Message” and is hereby incorporated herein by reference into the First Baptist Church of Kettering Constitution. These statements of faith include The Church, Baptism and the Lord’s Supper, The Lord’s Day, The Kingdom, Last Things, Evangelism and Missions, Education, Stewardship, Cooperation, The Christian and the Social Order, Peace and War, and Religious Liberty in addition to the previous statements of faith in Articles A-K.

AMENDMENT III. - Baptism and The Lord’s Supper

Baptism and the Lord’s Supper are the two ordinances of the Church. They are symbolic; but their observance involves faith, confession, self-examination, discernment, gratitude, dedication, fellowship, and worship.

Baptism is to be administered by the Church under the authority of the triune God and is the immersion in water of those who by faith have received Jesus as Savior and Lord. In that act the believer is portrayed as buried with Christ and raised with him to walk in newness of life.

The Lord’s Supper, observed through the symbols of the bread and the cup, is a sober searching of one’s heart and thankful remembrance of Christ and his sacrificial death on the cross, a blessed assurance of his return, and a joyous fellowship with the living Christ and his people.

Matt. 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22, 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Rom. 6:3-5, 1 Cor. 10:16-21; 11:23-29; Col. 2:12.

AMENDMENT IV. - Of Tongues

“We believe that the “tongues movement” is not scriptural, that it is contrary to what Baptists have believed and practiced throughout their history, that it is always divisive and hurtful to the fellowship of Baptist churches, that it includes many groups who deny the basis of Christian faith; and that it is in conflict, without covenant and doctrine. Therefore, leaders, workers, and members of this church who teach, practice or participate in the “tongues movement”, either in this church or elsewhere, will be considered out of fellowship. If the situation is not corrected after due counseling by the pastor and/or deacons, the person will be dropped from the membership of this church by exclusion. I Cor. 13:8-10; Arnos 3:3; Matt. 18:15-17.

AMENDMENT V. - Of Cults

“We believe that cults (generally, those groups who adopt any of the following: Do not believe Jesus was God in the flesh, have a second source of authority other than the Holy Bible, or have an exclusiveness about them), in every form are anti-Christian and anti-Christ, that their beliefs and practices are totally contrary to what this church believes; that, according to the Bible, they are of the Devil and that the Bible teaches us what our attitude should be toward these. Any member of this church practicing, participating in, or giving aid to cults will be considered out of fellowship. If the situation is not corrected after due counseling by the pastor and/or the deacons, the person will be dropped from the membership of this church by exclusion.” Amos 3:3; Matt. 18:15-17; Deut. 13:1-5.

AMENDMENT VI. - Pulpit and Teaching Bible

We believe in the inerrancy of the original manuscripts and believe that they are the inspired word of God. With the many Bible translations on the market today, it is strongly recommended that Word-for-Word or Thought-for-Thought translations be used for teaching and/or preaching. Such Bibles are generally translated and published using the abilities and inspiration of many, many great men of God. Paraphrased or individual translations are generally the work of one person and shall only be used to clarify the meaning of a certain scripture as long as it does not change its meaning. If a contradiction of Scripture should occur between translations, the Visionary Council will serve as final arbitrator for interpreting clarifications.

AMENDMENT VII. - Of Drugs

We agree to abstain from the use of illegal or prescription drugs in any form except as prescribed for medical reasons by a physician. Rev. 21:8.

AMENDMENT VIII. - Affiliation

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Southern Baptist churches. Insofar as is practical, this church will cooperate with and support the Greater Dayton Association of Baptists, the State Convention of Baptists in Ohio, and the Southern Baptist Convention.

AMENDMENT IX. - Of Declarations

Anything declared, written, spoken, or otherwise undertaken in the name of this church must be in agreement with the doctrinal position of the church.

AMENDMENT X. - Of Divorce

The First Baptist Church of Kettering will not ordain or license any person who has been divorced. The First Baptist Church of Kettering will not recognize the ordination or license of any person who has been divorced. Should a person who was ordained and/or licensed by the First Baptist Church of Kettering become divorced or align with a church of another denomination of a different faith and order, his ordination and/or license shall be rescinded immediately.

BY-LAWS

ARTICLE I. MEMBERSHIP

A. General.

1. As a sovereign and democratic Southern Baptist church, under the lordship of Jesus Christ, the membership reserves the right to determine the qualifications for membership.
2. Individuals requesting membership can be presented to the church at any worship service. (Reference Article I.C)

B. Qualifications.

1. The membership shall consist of scripturally baptized believers in Christ who are in agreement with the Articles of Faith in this Constitution and are striving to live in accordance with our covenant.
2. Any person professing to have been born again through repentance and faith in Jesus Christ may request membership in this church. The request shall be considered on the basis of his spiritual qualifications without regard to social standing, financial status, nationality, age, or race.

C. Requirements.

Any person may request membership by presenting himself or herself publicly at a worship service in one of the following ways:

1. By profession of faith in Jesus Christ as Savior and Lord, and for baptism by immersion;
2. By letter from another Baptist Church of like faith and order;
3. By statement of a prior conversion experience and baptism in a church of like faith and order, when no letter is obtainable;
4. By restoration to membership after having been removed from the roll of this church by exclusion with an affirmative three-fourths ($\frac{3}{4}$) majority vote of those present and voting at a regularly scheduled business meeting;
5. By Watchcare - These individuals are members of another church yet want to join our church family while they are living short-term in our community (e.g. College Students). They do not want to transfer their membership from their church, but want to identify with our church family. While Watchcare membership allows for all the privileges of fellowship and worship, one may not serve in an elected position of leadership or vote in church business sessions.
6. In each of the above situations, individuals age 18 and over, must participate and complete the New Member Orientation Class. Individuals under 18 must meet with a pastor concerning salvation and church membership prior to baptism. After completion, the individual will be voted on at the next regularly scheduled business meeting.

D. Members Reasonable Service.

1. Live the Christian life so as to honor Christ and His church;
2. Attend the services and programs of the church regularly;
3. Participate in the work of the church and its organizations;
4. Give regularly through tithes and offerings for the support of the church and its causes;
5. Honor its elected leadership;
6. Pray earnestly for the church's ministries;
7. Study God's Word. (James 1:22) and be evangelistic (Matt. 28:19-20)

E. Rights.

1. All members are equal.
2. All members in full and regular standing may act and vote on all business transactions of the church. Voting on legal matters must be in compliance with Ohio Law.
3. Any member in full and regular standing may vote an absentee ballot. The ballot may be obtained from and submitted to the church secretary or moderator prior to the business meeting.
4. Any member in good standing shall have reasonable access to records kept by the Church Clerk.

F. Discipline.

In cases of differences between members or broken fellowship with the church, reconciliation, rather than punishment, shall be the objective which governs the attitude of one toward another. It is our purpose to pursue every reasonable means to assist any member. The pastor(s) and deacons are available for counsel and guidance.

1. Should any strife arise between members, the aggrieved member should follow, in a tender spirit, the rules of Christ given in Matthew 18:15-23 and Galatians 6:1, in an effort to settle the difficulty.
2. Should a member become an offender to the church and to its good name by reason of immoral or unchristian conduct, public scandal, or persistent breach of our Church Covenant, the deacons, with the counsel of the pastor(s), following Matthew 18:15-23 and Galatians 6:1, shall attempt to correct the offense; and if such an effort fails, they shall report the case to the church.
3. In such cases the church may withdraw church fellowship by a three-fourths (3/4) majority vote of those present and voting at a regular business meeting, but only after notice and hearing and faithful efforts have been made to bring such member to repentance and reconciliation.

G. Inactive Members.

1. If a member fails to manifest personal interest in the church for a period of six (6) months, showing no desire or intention of returning to the church, such member shall automatically become what is designated as an "Inactive Member."
2. People whose names are on the "Inactive List" are not to be counted as members on any official report of our membership, and accordingly they are not entitled to vote in any business meeting of the church or granted a letter as being a member in good standing.
3. It shall be the responsibility of the deacons, after due effort to re-establish the member's fellowship with the church, to notify the Church Clerk of all such lapses of active membership; and the Clerk, having received such official instructions, shall place the name(s) on the "Inactive List."
4. As per Article IV.A.9, the deacons shall be responsible, by July of each year, to thoroughly review the entire Church Membership Roll. An attempt shall be made to regain the interest of such inactive members. After due effort to re-establish the member's fellowship with the church, the deacons shall notify the Church Clerk of all such lapses of active membership; the Clerk shall place the name(s) on the "Inactive List."

H. Termination.

Membership may be terminated in the following ways:

1. By letter of transfer to another Baptist church of like faith and order (no letter shall be granted to an individual);
2. By deletion from the roll when joining a church of another denomination;
3. By withdrawing church fellowship as set forth in the By-Laws, Article I.F.3.
4. By the member's request to be released from his covenant obligation provided the request is made in writing to the church and after the church has patiently sought to secure the member's continuance in its fellowship;
5. By death.

I. Restoration.

1. Any person whose membership has been terminated by exclusion, upon evidence of his repentance and reformation of life, may be restored to fellowship by three-fourths (3/4) of the members voting.
2. An inactive member may be restored to active membership by the deacons whenever such person shall indicate personal interest to the church.

ARTICLE II. MINISTERIAL & SUPPORT STAFF

The Ministerial Staff consists of a Sr. Pastor and one or more Associate Pastors as required by the church. All shall be members of the church. Their call, ministry and duties, and their privileges are defined in this section.

A. Ministerial Staff Search Ministry Team.

When the need arises for additional or replacement Ministerial Staff, the Deacons (upon recommendation of the Visionary Council and confirmation of the Cabinet) shall select and recommend an ad-hoc Search Ministry Team from the church membership for church approval. At a specified time covering a two week period, the church members shall have the opportunity to suggest persons to be considered by the Deacons.

1. Purpose & Procedure

1. To prayerfully select a prospective candidate in accordance with the call of a Sr. Pastor or Associate Pastor as defined in sections B and C in this Article.
2. The candidate's proposed compensation package shall be prepared and agreed on jointly by the Personnel and Budget-Finance Ministry Teams, with input from the Pastor Search Committee, and be consistent with the privileges in Article II.B.3 and Article II.C.3.
3. To submit its recommendation (one at a time) to the Deacons for their approval before proceeding any further.
4. To request a Special Business Meeting of the church for the specific purpose of voting on the candidate.
5. Notice and timing of the business meeting shall be in accordance with the provisions of this document as defined in Article X.C.3.

2. Composition

- a. The Team shall consist of eight (8) members and two (2) alternates.
- b. Voting privileges are for all team members. Alternates do not vote unless made a permanent member by the team.
- c. Each shall have the qualifications outlined under the Standing Ministry Teams, Article VIII.A.14.

3. Officers

The team shall elect from its members a Chairman, a Vice-Chairman and a Secretary.

4. Voting by Church

- a. Secret Ballot shall be used.
- b. An affirmative call is a vote that exceeds the minimum requirements set forth in Article X.C.3.

B. Sr. Pastor.

1. The Call of the Church.

1. A Sr. Pastor shall be chosen and called to the church. Whenever a vacancy or impending vacancy occurs, a search Ministry Team shall be elected as outlined in Article II.A.
2. As declared by the Scriptures (Acts 20:29; I Timothy 3:1-7; Titus 1:6-9; Hebrews 13:7,17; I Peter 5:1-4), Christ is the Head of His church and Chief Shepherd of the Flock. The Sr. Pastor is the under-shepherd and leader of the local church. His duties and prerogatives are to be exercised under the guidance of the Holy Spirit and the wise counsel of the Visionary Council and the deacons.
3. The Sr. Pastor shall be called to his office for an indefinite period of time.
4. The Sr. Pastor shall be duly licensed, ordained, and a Southern Baptist male minister of the Gospel in full fellowship with all the denominational agencies with which the church is in cooperation.
5. The Sr. Pastor shall be a called servant of God. He shall hold the Holy Bible as the complete, infallible, inerrant Word of God and shall preach and teach the entire Bible from the pulpit.
6. He shall support the total program of the church, be a strong adherent to Biblical doctrine, subscribe to the church's Articles of Faith and Covenant (Articles IV and V of the church constitution), tithe, and manifest a spirit of cooperation conducive to Christian fellowship.

2. Ministry and Duties.

- a. Serving as the under-shepherd, he shall be responsible for the welfare of the church and shall have general supervision and oversight over all the spiritual matters of the church, and shall direct the administration of the ordinances.
- b. He shall perform all other duties, which are according to custom and tradition, performed by pastors of Southern Baptist churches, unless otherwise specifically provided for in this constitution and or By-Laws.
- c. His pastoral responsibilities shall be to proclaim the Gospel of Jesus Christ to believers and unbelievers; lead the church in a fellowship of worship, unity, witness, education, ministry and application; and to minister to the members and other persons in the community.
- d. He shall lead the church to function as a New Testament church.
- e. He shall devote himself to the work of the ministry and to the

leadership of the congregation. He shall be ultimately responsible for all services of worship and programs.

- f. In receiving members into the fellowship, the Sr. Pastor shall preside. In his absence, an Associate Pastor, the chairman of the deacons, or someone designated by the Sr. Pastor shall receive and present such persons to the church.
- g. He shall be responsible for or direct the responsibility of seeing that:
 - 1. all candidates for baptism are examined as to their conversion;
 - 2. instruction is given to all new members as to their duties and privileges of membership;
 - 3. the organization and work of this church and its purposes are communicated.
- h. The Sr. Pastor shall annually, if he so chooses, and the church approves if financially feasible, represent the church at the Southern Baptist Convention with the expenses for him and his wife to be paid by the church. The time away from the church shall not include a Sunday morning worship service if practicable. He shall be responsible for reporting back to the church on the business and agenda of the convention. He shall also represent the church at the annual State Convention and the local Associational Convention. As the Sr. Pastor, he is automatically a messenger for the church if he attends any of them.
- i. He shall have general supervision of all Associate Pastors.
- j. The Sr. Pastor or his designate may attend any meeting as an advisory member when he feels there is a need for input or clarity.

3. Privileges.

- a. The Sr. Pastor will be allowed time away from his church as follows:
 - i. During times of illness and unable to do his work, for a reasonable period of time.
 - ii. Two weeks, including Sundays, for spiritual renewal to be used as the Sr. Pastor chooses, e.g., Ridgecrest or Glorieta Baptist Conference Centers, revival, Seneca Lake, etc.
 - iii. One Sunday for each week of vacation.
 - iv. The Sr. Pastor will spend no more than two consecutive Sundays away from his pulpit at any time.
 - v. The Sr. Pastor will spend no more than two Sundays per quarter away from his pulpit.
 - vi. The Sr. Pastor will spend no more than six Sundays per year away from his pulpit.
 - vii. Any exceptions to the above must be approved by the church at a regularly scheduled business meeting, or as needed, at a special, called meeting.

- b. He will be allowed time off each year for rest and vacation and spiritual renewal with full pay. The length of vacation time shall be decided by the church at the time of his call. Normally this would be scheduled during a period of reduced church activities as the schedule of events permits. Any scheduled leave shall be placed on the church calendar. All pastors shall not be absent at the same time, except when directed by the church.
- c. The pulpit supply shall be paid by the church when the Sr. Pastor is absent.

4. Termination.

- a. After notifying the Visionary Council and the Chairman of the deacons, the Sr. Pastor shall give the church at least a thirty day notice before leaving. The church shall give the Sr. Pastor thirty days notice if his resignation is desired.
- b. In the event of gross negligence by the Sr. Pastor that would cause damage to the Church's reputation and hinders its ability to thrive, immediate termination without pay is warranted. Such gross negligence would include, but not be limited to, infidelity, immoral act, or illegal activity that does violate the church constitution or by-laws. The action of termination is the responsibility of the Visionary Council and the Chairman of the Deacons.
- c. The church can terminate the at-will employment relationship.

C. Associate Pastors, such as Pastor of Music, Youth, Education and so forth.

1. The Call of the Church.

- a. An Associate Pastor shall be chosen and called by the church. Whenever a vacancy or impending vacancy occurs, or the church determines that additional pastors are needed, a Search Ministry Team shall be appointed as outlined in Article II.A.
- b. His duties and prerogatives are to be exercised under the guidance of the Holy Spirit and the wise counsel of the Sr. Pastor, the Visionary Council and the deacons.
- c. An Associate Pastor shall be called to his office for an indefinite period of time.
- d. He shall be a Southern Baptist in full fellowship with all the denominational agencies with which the church is in cooperation.
- e. The Associate Pastor shall be a called servant of God. He shall hold the Holy Bible as the complete, infallible and inerrant Word of God, and shall support the teaching of the entire Word of God in and through the church.
- f. He shall support the total program of the church, be a strong adherent to Biblical doctrine, subscribe to the church's Articles of Faith and Covenant (Articles IV and V of the church constitution), tithe, and manifest a spirit of cooperation conducive to Christian fellowship.

2. Ministry and Duties.

1. As is befitting his position, he shall assist the Sr. Pastor in shepherding his flock, support the presentation of the full Bible, and likewise shall be responsible for the welfare of the church.
2. He shall lead the church to function as a New Testament church.
3. He shall aid the Sr. Pastor in proclaiming the Gospel of Jesus Christ to believers and unbelievers; lead the church in a fellowship of worship, unity, witness, education, ministry and application; and to minister to members and other persons in the community.
4. If the church is without a Sr. Pastor, the church shall re-define the duties of the Associate Pastor(s). In the absence of both the Sr. Pastor and All Associate Pastor(s), the Chairman of Deacons shall assume these duties.

3. Privileges.

- a. The Associate Pastor shall be allowed time away from his church as follows:
 - i. During times of illness and unable to do his work, for a reasonable period of time.
 - ii. Two weeks, including Sundays, for spiritual renewal to be used as the Associate chooses, i.e., Ridgecrest or Glorieta Baptist Conference Centers, revival, Seneca Lake, etc.
 - iii. One Sunday for each week of vacation.
 - iv. The Associate will spend no more than two consecutive Sundays away from the church at any time.
 - v. The Associate will spend no more than two Sundays per quarter away from the church.
 - vi. The Associate will spend no more than six Sundays per year away from the church.
 - vii. Any exceptions to the above must be approved by the church at a regularly scheduled business meeting, or as needed, at a special, called meeting.
- b. He will be allowed time off each year for rest and vacation and spiritual renewal with full pay. The length of vacation time shall be decided by the church at the time of his call. Normally this would be scheduled during a period of reduced church activities as the schedule of events permits. Any scheduled leave shall be placed on the church calendar. All pastors shall not be absent at the same time, except when directed by the church.

4. Termination.

- a. After notifying the Sr. Pastor, the Associate Pastor shall give the church at least a thirty day notice before leaving, likewise, the church shall give the Associate Pastor thirty days notice if his resignation is desired.
- b. In the event of gross negligence by an Associate Pastor that would cause damage to the Church's reputation and hinders its ability to thrive, immediate termination without pay is warranted. Such gross negligence would include, but not be limited to, infidelity, immoral act or illegal activity that does violate the church constitution or by-laws. The action of termination is the responsibility of the Sr. Pastor and the Chairman of the Deacons.
- c. The church can terminate the at-will employment relationship.

D. Non-Ministerial & Support Staff.

Support staff includes Office staff, Facilities staff, and Program staff. Office staff includes such personnel as secretaries and receptionists. Facilities staff includes custodians and maintenance personnel. Program staff may include musicians and Age Group Director(s).

1. Employment

- a. Employment of paid church workers, unless otherwise specifically provided, shall be in the hands of the Pastor of Administration or Pastor with Administrative Duties (hereafter called Admin Pastor), in counsel with the Sr. Pastor, Cabinet, Personnel and Finance Ministry Teams. Said workers shall be determined by the needs of the church.
- b. Said workers will report to the Admin Pastor, unless otherwise identified in job description, and shall perform such duties as directed by their position, job description, or supervision.
- c. Personnel vacation and holiday Policies are to be in accordance to their agreed package.

2. Termination

- a. In the event of gross negligence by a Non-Ministerial or a Support Staff employee that would cause damage to the Church's reputation, immediate termination without pay is warranted. Such gross negligence would include, but not be limited to, infidelity, immoral act, or illegal activity that does violate the church constitution or by-laws. The action of termination is the responsibility of the Sr. Pastor and the Admin Pastor.
- b. The church can terminate the at-will employment relationship.

E. Reviews.

Ministerial and Support Staff shall have a formal Annual Performance Review in September. These written reviews between each staff member and their supervisor will evaluate performance since their last review; defining strengths, weaknesses, concerns, documenting accomplishments towards established goals, as well as setting goals for the next review period.

1. The Annual Performance Review shall be coordinated with the annual salary review process initiated by the Personnel Ministry Team in cooperation with the Budget/Finance Ministry Team before the printing of the annual budget each year.
2. For anyone who does not achieve a *Satisfactory* or *Above Satisfactory* rating during the Annual Performance Review, a 6-month Performance Review will be conducted in March to document if satisfactory improvements have been achieved. There is no Salary adjustment at the 6-month Performance Review.
3. New hires will have a 90-day review, a 6-month review and then will follow the Annual Performance Review in September of each year.
4. Supervision of staff who will complete the Annual Performance Review is as follows:
 - a. Admin Pastor for Support Staff
 - b. Sr. Pastor for Associate Pastors and Non-Ministerial Staff
 - c. Visionary Council for Sr. Pastor
5. Each employee shall be reviewed individually, based upon performance, as to the extent of a pay raise. The church reserves the right to issue pay raises, individually and at-will.

ARTICLE III. VISIONARY COUNCIL

- A. Purpose: The purpose of the Visionary Council, hereinafter “Council”, is to provide spiritual and directional oversight with an emphasis on vision, values, mission, and strategic leadership led by the Sr. Pastor. (See Article II.B.2 Sr. Pastor’s Duties for further description) The Council is charged with the following responsibilities:
- a. Providing oversight of the Church and shepherd the flock of God by praying and mediating on God’s word and the spirit’s guidance on the church entrusted to our watchcare.
 - b. Maintain the unity of spirit among the flock through the bond of peace (Eph. 4).
 - c. Providing spiritual counsel, prayer and service in helping individuals maintain a Spirit-controlled, Biblically-based lifestyle, so the membership is responding to Jesus Christ as Lord, growing toward spiritual maturity and serving with God-given gifts.
 - d. Prepare and Communicate (in writing), Objectives and Goals of the church as agreed upon by the Visionary Council to the Church Cabinet.
 - e. Providing spiritual and directional oversight by:
 1. reviewing the direction of the church ministry through monthly reports from the Sr. Pastor and quarterly updates from the pastoral staff;
 2. ensuring that the activities of the church correspond to all elements of its purpose, as set forth in the Constitution;
 3. clarify theological positions of the church in accordance with the church constitution;
 4. promptly address discipline issues involving pastoral staff. Disciplinary action of any pastoral staff is the role of the Council. Discipline issues involving support staff shall be handled by Admin Pastor. All other discipline issues are handled by the Deacons. In such matters they are to be guided by the principles set forth in Matthew 18:15-23; I Corinthians 5:9-10 and I Thessalonians 5:12-14;
 5. serving as final arbitrator of differences between the Personnel Ministry Team, personnel (pastors and support staff) and the church supervisors;
 6. reporting to the membership quarterly regarding its activity.
- B. Composition of the Council
1. The Council shall consist of seven (7) men: the Sr. Pastor, the Admin Pastor, and five (5) men, unrelated by blood or marriage, elected by the members of the church.
 2. The term of an elected Council member shall be three (3) years, with one-third (1/3) of the Council elected each year. In the event of a vacancy, the Council shall appoint a qualified member to fill the vacancy until the next election.
 3. An elected Council member can be elected to no more than one consecutive term. A former elected Council member may be re-elected to the Council through the normal process after being separated from the Council for at least one year.

4. It is the responsibility of the Deacons to bring nominations to the church for approval. At a specified time, covering a two week period, the church members shall have the opportunity to suggest persons to be considered for the Visionary Council.

C. Officers

The Council shall annually elect from within its membership a Vice-Chairman and a Secretary. The Sr. Pastor shall serve as Chairman, unless he chooses not to serve, in which case the Council shall elect a Chairman from the remaining members.

D. Qualifications.

Council members and candidates for the office of the Council shall meet the qualifications of Scripture, specifically 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:1-4, as listed below. The Deacons shall provide the interpretation for each qualification.

An elected Council member:

1. shall meet the minimum qualifications of church lay leaders as noted in Article VIII.A.4.
2. shall have been a member of the Church for a minimum of the three (3) years immediately prior to taking office;
3. shall exhibit spiritual maturity and moral integrity as stated in I Timothy 3 and Titus 1;
4. shall have a solid grasp of Biblical doctrine;
5. shall serve in ministries of the church;
6. shall maintain a principle of discretion and confidentiality wherever necessary;
7. shall be faithful in attendance at public worship and in stewardship;
8. shall not be an employee of the church or the spouse of an employee involved in the daily business activities of the church;
9. shall reflect the following scriptural qualifications, to include:
 - a. Male I Timothy 3:1, 2; Titus 1:6
 - b. Desire I Timothy 3:1; I Peter 5:2
 - c. Above Reproach I Timothy 3:2
 - d. Husband of One Wife (KJV)
[Husband of but One Wife (NIV)] I Timothy 3:2; Titus 1:6
 - e. Self-Controlled I Timothy 3:2; Titus 1:8
 - f. Sensible, Prudent, Reasonable I Timothy 3:2
 - g. Respectable, Honorable I Timothy 3:2
 - h. Hospitable I Timothy 3:2; Titus 1:8
 - i. Skilled in Teaching I Timothy 3:2; Titus 1:9; Acts 20:28-31
 - j. Not Addicted or Partakers of Alcohol I Timothy 3:3; Titus 1:7
 - k. Not Belligerent I Timothy 3:3; Titus 1:7
 - l. Gentle I Timothy 3:3
 - m. Peaceable I Timothy 3:3; Titus 1:7
 - n. Not a Lover of Money I Timothy 3:3; Titus 1:7; II Cor. 9:6-7

- o. Leader of a Well-Ordered Household I Timothy 3:4-5
- p. Father of Obedient Children Titus 1:6
- q. A Mature Believer, Not a New Convert I Timothy 3:6
- r. A Good Reputation among Non-Believers I Timothy 3:7
- s. Blameless Titus 1:7
- t. Humble Titus 1:7; I Peter 5:3
- u. Lover of Goodness Titus 1:8
- v. Just or Upright Titus 1:8
- w. Devout, Holy Titus 1:8

E. Meetings

1. The Council shall have regular meetings once every month or as often as deemed necessary by the council.
2. No official business shall be conducted unless there is a quorum of five (5) members present.
3. Special meetings of the Council may be called by the Sr. Pastor, the Chairman of the Council, or any three (3) members of the Council.
4. No meeting of the Council shall be called without the knowledge of the Sr. Pastor or the Chairman of the Council.
5. The Visionary Council and the Church Cabinet shall meet once a quarter to keep the communications, vision, and team atmosphere a reality.

F. Voting: Procedure is as follows: A unanimous vote is always sought. If there is more than one (1) negative vote, it must be tabled for one (1) month. The following month the motion is brought up from the table and can pass with no more than two (2) opposing votes.

G. Termination. An elected Council member may be removed from office:

1. by his own decision; or
2. by a three-quarters (3/4) majority vote of the other members of the Council; or
3. by a three-quarters (3/4) majority vote of congregational members voting at a specially-called membership meeting of the church;
4. In the event of gross negligence by a council member that would cause damage to the Church's reputation and hinders its ability to thrive, immediate termination is warranted. Such gross negligence would include, but not be limited to, infidelity, immoral act, or illegal activity that does violate the church constitution or by-laws. The action of termination is the responsibility of the Visionary Council and the Deacons.

ARTICLE IV. DEACONS

A. Purpose / Duties.

In accordance with the meaning of word “deacon” and the practice of the New Testament, Deacons are to be servants of the Lord Jesus Christ and His Church.

1. They are to be zealous to guard the unity of the spirit within the church. (Eph 4).
2. They shall serve as an informal council of advice in all matters pertaining to the welfare and work of the church.
3. By proper organization among themselves, they shall apportion the membership into deacon flocks, so as to effectively minister to the entire church membership. They are to be sensitive to the physical needs and moral and spiritual struggles of the members, and to serve the church in helping all who are in need.
4. In counsel with the Sr. Pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to oversee the discipline of the church. (See Visionary Council Article III.A.5.d) In such matters they are to be guided by the principles set forth in Matthew 18:15-23; I Corinthians 5:9-10 and I Thessalonians 5:12-14.
5. They shall assist the Sr. Pastor in administering the ordinances and maintain communion equipment and supplies.
6. They shall meet regularly and at special times as necessary. All active members will attend every deacon’s meetings possible. Moreover, they are expected to be in attendance at church services on a regular basis.
7. They shall recommend persons to serve on the Nominating Ministry Team, Visionary Council, Ministerial Staff Search Committees, and new Deacons to be Ordained.
8. They shall oversee the benevolent fund as needs require and funds are available in accordance with the Church Policies and Procedures Manual.
9. As per Article I, Membership, Section G, Inactive Members; the deacons shall be responsible, by July of each year, to thoroughly review the entire Church Membership Roll. An attempt shall be made to regain the interest of such inactive members. After due effort to re-establish the member’s fellowship with the church, the Deacons shall notify the Church Clerk of all such lapses of active membership; the Clerk shall place the name(s) on the “Inactive List.”

B. Officers.

The Deacons shall elect annually a Chairman, Vice-Chairman, and a Secretary from the body with no limits on number of terms.

C. Qualifications.

1. The Deacons shall be diligent to choose Deacon nominees whose lives conform as fully as possible to the principles set forth in Acts 6:1-4 and I Timothy 3:8-16.
2. They shall support the total program of the church and its pastors, be strong adherents to Southern Baptist doctrine, subscribe to the church’s Articles of Faith and Covenant (Articles IV and V of the church constitution), tithes, and manifest a spirit of cooperation conducive to Christian fellowship.

3. shall meet the minimum qualifications of church lay leaders as noted in Article VIII.A.4.
4. Scriptural qualifications are:
 - a. A man of honest (good) report (Acts 6:3) – A good reputation among those in the church as well as those outside the church.
 - b. Full of the Holy Spirit (Acts 6:3) – A character of very high standing or regards, in spiritual outlook and personal dedication.
 - c. Full of wisdom (Acts 6:3) - Wisdom born of a relationship with the Holy Spirit.
 - d. Full of faith (Acts 6:5) - Like Stephen's, a deacon's power depends on faith.
 - e. Grave (I Tim. 3:8) - One who possesses Christian purpose, who has great reverence for spiritual matters.
 - f. Not double-tongued (I Tim. 3:8) - Dependable and responsible, in control of his tongue. Does not bear false witness, gossip or slander.
 - g. Not given to much wine (I Tim. 3:8) - Temperate in living, stewards of good influence, doing all to the glory of God.
 - h. Not greedy of filthy lucre (I Tim. 3:8) - A right attitude toward material possessions, does not exploit others for his own gain or profit.
 - i. A holder of the faith (I Tim. 3:9) - A man who gives strength to the church fellowship and one who possesses spiritual integrity beyond reproach.
 - j. Tested and proved (I Tim. 3:10) - A man who has demonstrated his spiritual qualifications before being elected to serve as a deacon, tested and found true.
 - k. Blameless (I Tim. 3:10) - A man against whom no charge of wrongdoing can be brought with success.
 - l. Christian family life (1 Tim. 3:11-12) - A man whose family is well-cared for, whose family relationships are healthy and growing.
 - m. Husband of one wife (KJV) [Husband of but one wife (NIV)] (I Tim. 3:12) - Model of faithful devotion to one spouse, committed to the sanctity of the marriage bond.
 - n. Rule their children and their own houses well (I Tim. 3:12) - Manages his own home well, loved and respected by his wife and children, firm but with the compassion and tenderness of Christ.
 - o. Bold in the faith (I Tim. 3:13) - Strong and effective because he uses his office as deacon in the right way, for the right purpose.

D. Terms and Election.

1. Active Deacons shall serve on a three year, rotation basis. Each year the terms of one-third of the Deacons shall expire. The church, on recommendation from the Deacons, shall elect others to serve in their places.
2. After serving a term of three years, a deacon shall not be eligible for reelection until the lapse of at least one year, unless waived by the church.
3. In case of death, removal, resignation, or incapacity to serve, the deacons may elect a qualified man to fill the unexpired term.
4. One who has filled an unexpired term is immediately eligible to be elected to a full term.
5. There is no obligation to recognize as a deacon any person who comes into the church from another church where he has served as an active deacon.
6. The number of Deacons shall be determined by the needs and/or size of the church.

E. Selection and Ordination of Deacons.

1. At a specified time, covering a two week period, the church members shall have the opportunity to suggest persons to be considered by the Deacons. (All inactive Deacons should be contacted for service before ordaining new ones.)
2. The suggestions from the members shall be considered by the Deacons and Pastorial Staff according to the scriptural qualifications described in Section C.3 above.
3. When the Deacons have agreed upon men to be prospective deacons, they will then approach each man and his spouse (if married), discuss the qualifications, and ascertain whether or not each prospect is willing and qualified to serve if elected by the church body.
4. Each prospective deacon will be questioned by an Ordination Council; which is comprised of active and inactive deacons and pastor(s), a minimum of two weeks prior to be presented to the church. After approval, the prospective deacons (now nominees) are then presented to the church for examination during an Ordination Service.
5. The Deacons will publicize the nominations at least one week prior to a scheduled ordination service.
6. After the church has completed the examination, the prospective Deacons are voted on by the church prior to the laying on of the hands.

ARTICLE V. CHURCH OFFICERS

Officers are bound to confidentiality and shall not discuss any observations or information regarding their elected activities. If they do so, immediate dismissal from their office is actionable by the Admin Pastor. They shall meet the minimum qualifications of church lay leaders as noted in Article VII.A.4.

A. Trustees.

1. The number of Trustees shall be three or more to serve as legal officers of the church. They shall be nominated annually by the Church Cabinet and recommended to the church for election with no restrictions on the number of times a selected individual may be reelected.
2. They shall be empowered to execute deeds, deeds of trust, mortgages, liens, promissory notes, or other monetary obligations and to transfer, assign, and convey all church property or any part thereof upon officially recorded instructions of the church in business sessions. The Trustees shall see that adequate insurance and licenses are carried on the church property, including motor vehicles, at all times. They shall see that liability insurance is carried on church personnel. They shall see that bonding or insurance coverage is provided where required.
3. The functioning of the Property and Facilities Ministry Team shall be the responsibility of the Trustees.
4. The Trustees shall be bonded or covered by Insurance Policy.

B. Treasurer and Assistant(s).

1. There shall be elected annually by the church a lay (non-staff) treasurer and assistant treasurer(s).
2. The treasurer/assistants will receive the giving report from the tellers on a weekly basis. The Treasurer/assistant will pay all monetary obligations in accordance with the Church Budget, proper purchase orders, and the instructions of the church.
3. The Treasurer/assistant(s) shall keep an itemized account of all receipts and disbursements. Designated monies must be disbursed according to the designation. An itemized Financial Report must be rendered in conjunction with regularly scheduled business meetings.
4. The Treasurer's books shall be audited annually.
5. The Treasurer and Assistant(s) shall be bonded or covered by Insurance Policy.
6. They will facilitate making typical or mid-week deposits as necessary.

C. Clerk and Assistant.

1. There shall be elected annually a clerk and an assistant clerk.
2. The clerk shall be responsible for keeping full minutes of all transactions of the church in its business meetings and entering in the minutes all reports accepted by the church. All such records shall be kept permanently as the property of the church. The clerk shall

deliver a copy of these records to the History Ministry Team.

3. The clerk will be responsible for documentation of approved changes to the Constitution and by-laws Master computerized document and create an updated hard-copy.
4. Any member in good standing shall have access, upon request, to these records.
5. The clerk shall attend to any other matters which are normally the responsibility of a clerk. In the absence of the clerk, the assistant clerk shall assume these responsibilities.

D. Contributions Secretary.

1. The Contributions Secretary shall be elected annually by the church.
2. The Contributions Secretary shall keep an accurate account of all contributions from donors who contribute through the offering envelopes or other identifiable means.
3. The Contributions Secretary will receive weekly, all empty offering envelopes from the tellers or Treasurer's Assistants. From these envelopes, the amount of each gift will be recorded to the donor's individual or family record. The previous calendar year's offering envelopes will be destroyed by burning or shredding on the first working day after April 15 or as soon as practical. Copies of the personal contributions computerized records will be kept by the church for three (3) calendar years and then deleted as soon as practicable.
4. The Contributions Secretary shall prepare and distribute annually the reports of individual or family contributions.
5. Individual and/or family contributions are considered confidential and shall not be available to anyone other than the Contributions Secretary.

E. Tellers.

1. The Tellers shall consist of four (4) teams of four (4) members. Each team shall serve every fourth month.
2. There shall be one (1) Head Teller and three (3) assistants. Each team shall consist of a Head Teller or an assistant and three (3) other members. Tellers shall be elected annually, but are not required to rotate.
3. They shall count all monies received by the church. They shall never function with fewer than three (3) members present.
4. They shall properly record all tithes and offerings, special and designated gifts.
5. They shall provide the church treasurer/assistant and the Admin Pastor the teller sheets and corresponding bank deposit slips showing the tithes and offerings, special and designated gifts received.
6. They shall see that all monies are properly bagged, locked, and safely deposited in a designated financial institution each Sunday morning and after any service where a deposit is deemed necessary.
7. The tellers shall work with the Budget/Finance Ministry Team and/or church treasurer/assistant in matters relating to counting, reporting and depositing procedures.
8. Tellers shall be bonded or covered by insurance as required by the church.
9. Tellers will provide Contributions Secretary all empty offering envelopes and information necessary to enter contributions into the system.

ARTICLE VI. CHURCH CABINET

- A. Purpose: The purpose of the Church Cabinet, hereinafter “Cabinet” is to:
1. Carry out the operational objectives and goals of the Visionary Council and recommend to the church the methods to meet these objectives and goals.
 2. Create and implement a System of Correspondence including:
 - a. A written document to include the Vision, Mission, Objectives, Strategies, Specific Tactics, Responsible Party(ies), Target Dates, and Budgets. Budgets to be determined at time of annual budget process through the Budget-Finance Ministry Team.
 - b. A System that is used monthly by members of the Cabinet to evaluate program achievements in terms of church objectives and goals; and to recommend policy changes or new policies to the church. Such monthly reviews allow for timely feedback so that changes or modifications can be recommended to improve performance/alignment of our Church objectives.
 - c. A System that is used to communicate and report to the Visionary Council to measure the progress against goals and objectives, so that timely changes can be recommended to improve performance/alignment.
 - d. The System will include review and coordinating program plans recommended by church leaders, organizations, and individuals; to recommend the use of leadership; to schedule events and other resources according to program priorities.
 3. They shall oversee the maintenance and updates to any Church Policies and Operations Manual, including Ministry Team responsibilities, and submit changes to the church for approval as required.
 4. They shall work with the Budget/Finance Ministry Team regarding the ongoing finances throughout the year in accordance with any Church Policies and Operations Manual.
 5. The Cabinet serves as advisors and coordinators for the church organizations. All matters agreed upon by the Cabinet, calling for action not already authorized, shall be referred to the church for action, as required.
 6. The Cabinet shall be sensitive to any situation where an office, organization or Ministry Team becomes inactive or otherwise ineffective, and shall, after a full study of the facts involved in such situations, make appropriate recommendation to the church.
 7. They shall nominate candidates for Trustees annually and recommend them to the church for election. There are no restrictions on the number of times a selected individual may be reelected.
 8. They shall be the final arbitrator of differences between ministry teams and/or organizations unless the issues need to be voted upon by the church.

B. Members of Cabinet: The Cabinet shall consist of:

1. All Associate Pastor(s)
2. Chairman of Deacons
3. Sunday School Director
4. Discipleship Academy Director
5. Worship Director
6. Women's Ministries Director
7. Men's Ministries Director
8. Children's Ministry /Director
9. Youth/Students Director
10. Chairman of Budget/Finance Ministry Team
11. Chairman of the Missions Ministry Team
12. Chairman of the Trustees
13. Chairman of the Nominating Ministry Team
14. Facilities Manager
15. Chairman of the Personnel Ministry Team

Each area of ministry has one representative. If any Associate Pastor heads any named ministry above, no other member shall represent that area as a Director and serve on the cabinet.

Cabinet members may invite any ministry lay-leader to a meeting in order to explain or answer questions concerning activities.

The Sr. Pastor can attend or be invited to any cabinet meeting at anytime. However, the strategic structure is for the Sr. Pastor to focus on Spiritual Leadership and direction and allow the cabinet to implement operational details. This is why it is not a requirement for the Sr. Pastor to attend all cabinet meetings.

C. Officers

1. The Chairman of the Cabinet shall be the Admin Pastor, or, at his request, another member elected by the Cabinet. The assistant chairman of the Cabinet shall be another member elected by the Cabinet.
2. A church secretary or clerk shall serve as a non-voting secretary to the Cabinet.

D. Meetings

1. The Church Cabinet shall have regular meetings once every month.
2. No official business shall be conducted unless there is a quorum of 75% of voting membership present.
3. Special meetings of the Cabinet may be called by the Sr. Pastor, the Chairman of the Cabinet, or any three (3) members of the Cabinet.

- E. Process for Submitting a New or Unmet area of ministry:
1. Any new idea/item by any member of the Church must first be submitted to the Cabinet in writing according to the Church Policies and Operations Manual.
 2. The review of such submission will follow this process:
 - i. Cabinet will review written submissions. If consistent with the plans, goals, & objectives, as expressed by the Visionary Council, is within budget and deemed feasible, the Cabinet has authority to move forward with the recommendation. Such recommendation shall be assigned to an existing Ministry Team or Organization or charter a new Ministry Team or Organization to carry out such recommendation. The assigned or chartered Ministry Team or Organization will present specific Strategies and Tactics to implement the new/ idea/item that has been approved. The author of the submission may be invited by Cabinet to present idea/item at a regularly scheduled meeting.
 - ii. If request is inconsistent with plans, goals, & objectives, outside of budget, or not feasible, the item will be declined for action. If declined, the submitter shall be notified in writing with an explanation (reasons) for the denial.
 - iii. If item is declined, it can be resubmitted for consideration with 25 valid signatures in accordance with Ohio Law, from members of the congregation for a second review.
 - iv. If Cabinet believes that any recommendation or submission is in line with plans, goals & objectives of the church, but is not in approved annual budget, and deemed feasible, it must be presented to the Church for a vote prior to implementation.
- F. Voting: Each Cabinet member shall be entitled to one vote. An absentee vote can be cast if member is hindered from being at the meeting.

ARTICLE VII. STANDING ORGANIZATIONS

Standing organizations are all groups that are open to wide reaching audiences with regular meeting times and/or program offerings.

It shall be the responsibility of the director of each organization to enlist and publicize their organization's leaders and activities to the church.

A. Sunday School.

1. The Sunday School shall be the basic organization for the Bible teaching program. Its task shall be to teach the entire Bible, reach persons for Christ and church membership and minister to its members.
2. The Sunday School shall be organized by departments and/or classes as appropriate for all ages, and shall be conducted under the direction of the Sunday School Director who shall be elected annually.
3. The Sunday School shall use Southern Baptist literature from Lifeway as its primary teaching source, for all age groups unless otherwise approved by the Sunday School Division Directors and the Educational Staff.
4. Sunday School Class In-Reach and Out-Reach leaders shall help identify prospects at the church level.
5. All church members are automatically enrolled in Sunday School. A Sunday School member can become a church member following the steps in Article I.

B. Discipleship Training.

1. The Discipleship Training organization shall serve as the training unit of the church. Its tasks shall be to train church members to perform the functions of the church; train church leaders; orient new church members; teach Christian theology, Christian ethics, Christian history, and church policy and organization; and provide and interpret information regarding the work of the church and denomination.
2. Discipleship Training shall be under the direction of a general director who shall be elected annually.

C. Children's Missions.

1. The Children's mission organization shall serve as Bible and missions training for older preschoolers and grade school children. Its purpose is to provide mission studies along with activities, Bible memorization, and games in a structured learning environment.
2. Programs such as Awana and Lifeway's Royal Ambassadors (RA's) and Girls' Auxiliary (GA's) should be used.
3. A Children's Missions Director shall organize these activities and be elected annually if no Children's Pastor/Director is on staff.

D. Men's Ministries.

1. The Men's Ministries shall be the church's organization for mission education, mission action, and mission support for men. In addition, it shall include conferences, social activities, and other events as desired.
2. The Men's Ministries shall have such officers and organizations as the program requires. A Director shall be elected annually.
3. They shall cooperate and support the Missions' Ministry Team when required.

E. Music.

1. The Music Program of the church shall endeavor to involve all age groups of the church by organizing various programs for Preschoolers, Children, Youth and Adults. The Music Program may also include an orchestra program, hand chimes, choirs, and other musical programs.
2. The program shall be organized in accordance with the needs of the church.
3. Annually, a Music Director shall be elected to plan, organize, staff, and administer the Music Program. Alternately, the Worship Pastor could serve in this capacity.
4. The Director shall see that the music equipment is maintained.

F. Women's Ministries.

1. The Women's Ministries shall be the church's organization for mission education, mission action, and mission support for women. In addition, it shall include conferences, social activities, and other events as desired.
2. Women's Ministries shall have such officers as the program requires. A Director shall be elected annually.
3. They shall cooperate and support the Missions' Ministry Team when required.

G. Other Programs / Ministries.

Additional programs can and will be offered by the church to achieve the vision and mission as defined by the pastors and Visionary Council. These would include such programs as Focus, Bible Drill, etc.; whose budget would fall into the Ministry Teams represented on the Church Cabinet.

ARTICLE VIII. STANDING MINISTRY TEAMS

A. General.

1. Purpose and Duties

- a. All Standing Ministry Teams shall fulfill the purpose and duties as described in Sections B through Q of this article.
- b. The Church Cabinet shall clarify and recommend to the church the responsibilities of the Ministry Teams.
- c. No Ministry Team can set policy or take action apart from that which is approved by the church. Any recommendations for changes must be submitted to the Church Cabinet and follow established procedures.
- d. All Ministry Teams that are age group oriented (Adults, Youth, Children, and Preschool) shall be subordinate to and cooperate with organizations in Article VII.
- e. Any reports made by the Ministry Team will be directed to the Church Cabinet.

2. Composition

- a. Members of all Standing Ministry Teams shall be recommended by the Nominating Ministry Team. Members of the Nominating Ministry Team which shall be recommended by the deacons.
- b. A Ministry Team is a body of three or more persons elected or appointed by (or by direction of) the church, to consider, investigate or take action on certain matters that cannot be done effectively by the entire membership or one of the organizations.

3. Officers

- a. Unless otherwise specified, each Ministry Team shall select its own chairperson, vice chairperson, and secretary from within that Ministry Team. (Any team member can be designated as the spokesperson)
- b. The church shall be informed of all chairpersons of each Ministry Team.

4. Qualifications

The members of each ministry team shall:

- a. have strong interest in the ministry of which the team is involved;
- b. be mature and sound in the doctrine of the church;
- c. attend the services and programs of the church regularly;
- d. participate in the work of the church and its organizations;
- e. give regularly through tithes and offerings for the support of the church and its causes;
- f. fulfill the mission of the church and follow the pastoral leadership of the church;
- g. and failure to continue to meet the qualifications and requirements during service shall lead to replacement.

5. Meetings

- a. All Ministry Teams shall have regularly scheduled meetings as determined by their duties and needs of the church.
- b. All Ministry Team meetings shall be called by the chairperson, or in his or her absence, the vice chairperson. The last meeting of the year shall be designated as the organizational meeting for the next year. New members shall attend and the election of new officers should occur.
- c. No Ministry Team shall schedule meetings during regularly scheduled services.
- d. The Sr. Pastor or his designate may attend any meeting as an advisory member when he feels there is a need for input or clarity.

6. Term and Election

- a. All Standing Ministry Team members shall serve on a rotating basis with three year terms unless otherwise specified in their charter. As nearly as possible one third (1/3) of each Ministry Team shall rotate off each year. A person rotating off is not normally eligible to be re-elected until one (1) year has lapsed. An extension of the term, although generally discouraged, can be obtained with the approval of the church.
- b. The Church Cabinet may recommend establishing a new Ministry Team. Establishing such a Ministry Team shall require a two-thirds vote of members present and voting in any church business meeting. (This percentage is for the addition of the Ministry Team, not the members that would be recommended to the church as a separate recommendation.)
- c. All Ministry Teams shall rotate on September 1 except Budget/Finance which shall rotate on January 1 after adoption of the new annual church budget.

B. Age Group Ministry Teams.

These teams will only be activated as ad-hoc teams in the absence of pastoral leadership in that specific age group area.

1. Preschool Ministry Team.

- a. The Preschool Ministry Team shall consist of five (5) or more members. It is recommended to consist of leaders or officers of the appropriate standing organizations. The Ministry Team shall select its own coordinator who, with the Ministry Team, will direct the Preschool activities during the Sunday morning worship service(s), Sunday evening worship service, the Wednesday prayer meetings, revivals, and other meetings as required.
- b. They shall plan and operate preschool facilities, coordinate preschool activities, and help parents and teachers work together.
- c. They shall see that adequate provisions are made for preschool children during the above mentioned church functions. Limited special functions such as Bible Study and special events will be provided for at the Ministry Team's discretion.
- d. The Ministry Team shall work closely with the Preschool/Children's Pastor or Director.

2. Children's Ministry Team.

- a. The Children's Ministry Team shall consist of five (5) or more members. It is recommended to consist of leaders or officers of the appropriate standing organizations.
- b. The Ministry Team's purpose is to set goals and plans for reaching and teaching children through Sunday School, Discipleship Training, Music, Bible Studies, Vacation Bible School, and other church sponsored children's activities.
- c. The chairperson shall represent the children on the church cabinet unless represented by a Children's Pastor or Director.

3. Youth Ministry Team.

- a. The Youth Ministry Team shall consist of five (5) or more members. It is recommended to consist of leaders or officers of the appropriate standing organizations.
- b. The Ministry Team's purpose is to set goals and plans for reaching and teaching youth through the Sunday School, Discipleship Training, Music, Bible Studies and other church-sponsored youth activities.
- c. The chairperson shall represent the youth on the church cabinet unless represented by a Youth Pastor.

4. Adult Ministry Team.
 - a. The Adult Ministry Team will consist of five (5) or more members representing all demographics of the age group.
 - b. Its purpose is to set goals and plans for reaching and teaching adults through church organizations and activities.
 - c. Specific adult ministries not spelled out in these by-laws shall be incorporated under this ministry team, such as Focus Ministry for the college age.

5. Senior Adult Ministry Team.
 - a. The Senior Adult Ministry Team shall consist of five (5) or more members.
 - b. This Ministry Team shall plan and implement Senior Adults' activities in conjunction with all other church activities.

- C. Baptismal Ministry Team.
 1. The Baptismal Ministry Team shall consist of five (5) or more members including at least two men and two women and may serve for an indefinite period.
 2. They shall assist baptismal candidates in preparing for a baptism as well as assist pastors with their baptismal garments.
 3. They shall see that baptismal garments are cleaned and returned to the proper baptismal rooms along with towels or other items required for baptisms to be performed adequately.

- D. Bereavement Ministry Team.
 1. The Bereavement Ministry Team shall consist of three (3) or more members and may serve for an indefinite period.
 2. They shall work with the church office, deacons, and Sunday School classes in coordinating the supply of food for the families of the seriously ill and of the deceased.

E. Budget-Finance Ministry Team.

The Budget-Finance Ministry Team shall be composed of five (5) or more church members who are good stewards and faithful tithers of their possessions. They should have the confidence of their fellow church members and possess wise financial and business judgment. The Church Treasurer or an Assistant Treasurer shall be an ex-officio member (with no voting privileges) and should attend upon request. This Ministry Team shall have two functions: (a) to prepare and recommend the annual budget to the church and (b) to evaluate the monthly finances and recommend needed spending changes to the Church Cabinet and the church.

1. The Budget-Finance Ministry Team prepares the annual budget after requests are submitted and recommends a reasonable, detailed, total budget. The Budget-Finance Ministry Team prior to submitting the budget to the Church, will conduct a meeting(s) which, will include the Church Cabinet and any other individuals authorized to have a line item in the budget.
2. They shall publish the recommended budget by November 1 and make it available to the entire church membership. Prior to the November business meeting, they shall set aside three (3) open meeting times where any member who has any questions pertaining to the proposed budget can address the Budget-Finance Ministry Team. Further discussion will be conducted at the regular November business meeting.
3. They shall meet at least monthly, study budget expenditures throughout the year, and give a detailed monthly report to the church membership and to the Church Cabinet as allowed by the church calendar. They shall recommend to the church leadership and the church any necessary adjustments in the budget and expenditures as well as ways to increase giving.
4. The Budget-Finance Ministry Team shall see that the church financial records are audited, using generally accepted auditing practices and report those results to the church.
5. The Budget-Finance Ministry Team if determining that there is a financial emergency, may call a meeting of the Church Cabinet and afterward if necessary, may call an emergency (see Article X.C.3) business meeting if, in their judgment, an emergency situation still exists, with one week written notice or announcements from the pulpit at two regular services.
6. Compensation packages (i.e. salary and benefits) for all employees of the church must be prepared and agreed upon by the Personnel Ministry Team and the Budget-Finance Ministry Team. Inputs from other sources are to be considered in determining the compensation packages. (e. g: Performance Reviews; external position rates and etc.)
7. When warranted, they shall hold budget area managers accountable for overages, deficits and negative account balances.

F. Fellowship Ministry Team.

This is an ad-hoc team created when the Facility Manager feels there is a need.

1. To plan for all church-wide fellowships, receptions and special dinners as requested by the church.
2. The chairperson of the team, who shall be elected annually by the church, shall enlist regular and substitute volunteers for this effort in numbers as required for the ministry to be effective.
3. The team may consist of any number of members and may serve for an indefinite period of time.
4. To decorate physical facilities for special events.
5. In cooperation with the Facilities Manager submit a budget to the Budget-Finance Ministry Team.
6. In cooperation with the Facilities Manager make requisitions for supplies and equipment as needed.

G. First Impressions Ministry Team.

1. The First Impressions Ministry Team shall endeavor to make visitors as well as members feel welcome through the Greeters, Ushers, Welcome Center Personnel, Parking Lot Attendants, and any others required for this ministry.
2. The chairperson of the team, who shall be elected annually by the church, shall enlist regular and substitute volunteers for this effort in numbers as required for the ministry to be effective.
3. The team may consist of any number of members and may serve for an indefinite period of time.

H. History Ministry Team.

1. The History Ministry Team shall consist of three (3) or more members and may serve for an indefinite period.
2. They shall endeavor to collect records, pictures, and other materials from church events, including business meeting minutes and preserve them.
3. They shall create annual files to record and keep event history including pictures so that all current and future members will appreciate the church's heritage and work.

I. Media Ministry Team.

1. The Media Ministry Team shall consist of three (3) or more members which includes one deacon and may serve for an indefinite period.
2. The Ministry Team shall endeavor to seek the interests of all age groups.
3. They shall be the custodian of all forms of media for checkout and for sale as well as audio-visual equipment not permanently installed.
4. They shall formulate and recommend media policies to the Church Cabinet.
5. They shall promote individual growth through the use of all media resources.

J. Missions Ministry Team.

The Missions Ministry Team will be activated as an ad-hoc team in the absence of pastoral leadership over mission's activities in the church.

1. The Missions Ministry Team shall be composed of one (1) or more members.
2. The Missions Ministry Team in the absence of a pastor of missions will take direction from the Visionary Council and as a representative of the cabinet, formulate the plans of our mission work on the local, state, national and international level as appropriate.

K. Nominating Ministry Team.

1. The Nominating Ministry Team shall consist of nine (9) or more members with various demographics.
2. They shall identify and nominate directors of Standing Organizations (Article VII) for presentation to the church for election.
3. They shall identify and nominate Church Officers (Article V) except Trustees.
4. They shall identify and nominate members for all other Ministry Teams which are then elected by the church.
5. All candidates for Nominating Ministry Team recommended positions shall meet the qualifications defined in Article VIII.A.4. Failing to continue to meet the qualifications and requirements during service shall lead to replacement.

L. Personnel Ministry Team.

1. The Personnel Ministry Team shall consist of five (5) or more members.
2. They shall work with the Sr. and Admin Pastors as necessary, in all matters related to the church staff administration and management.
3. In determining staff needs, they shall:
 - a. In conjunction with the Sr. and Admin Pastors, study, determine, and make recommendations at any time concerning the need for any change in the number of staff personnel.
 - b. They shall, in conjunction with the Admin Pastor, seek and interview applicants for all positions except the Sr. and Associate Pastors. Generally, the Admin Pastor would do preliminary interviews reducing the candidates down to generally three and then the Personnel Ministry Team would perform final interviews. If the candidate will work under the direction of another staff member, that (supervisor) staff member should be involved in the interview process.
 - c. When the candidate is selected, they shall inform the church the employment of such person.
4. They shall aid all church supervisors in creating and maintaining job descriptions for all paid personnel. Job descriptions shall be periodically reviewed and updated as necessary.
5. They shall consider annually and recommend to the church a Personnel Budget through the Budget/Finance Ministry Team. This would include any revision of salaries and benefits of all compensated personnel of the church. The use of the compensated personnel's annual review will be used as a guideline for any revisions of salaries. (Reference Article II.E.5)
6. They shall formulate and recommend policies relating to vacations, sick leave, personal leave, and other employee benefits and keeps written records of employee agreements.
7. They shall not make unilateral agreements with any specific personnel (pastors and support staff) that are not in accordance with state or federal law and without the joint approval of that person's supervisor. The Visionary Council will serve as final arbitrator for any differences that may arise.
8. All matters which are brought to the Ministry Team will be kept in confidence.
9. Compensation packages (i.e. salary and benefits) for all employees of the church must be prepared and agreed upon by the Personnel Ministry Team and the Budget-Finance Ministry Team. Inputs from other sources are to be considered in determining the compensation packages. (e. g: Performance Reviews; external position rates and etc.)

M. Prayer Ministry Team.

1. The Prayer Ministry Team shall consist of three (3) or more members and can serve for an indefinite period.
2. They shall care for the 24-hour Prayer Room and make sure prayer items are kept updated.
3. They shall help the pastor(s) promote prayer events in the church.

N. Property and Facilities Ministry Team.

The Properties and Facilities Ministry Team shall be comprised of three (3) or more members including at least one woman. The members are recommended to have background or expertise in areas befitting the knowledge level of this area of work. The Facilities Manager (paid staff position) shall be the chairman if one exists.

The ministry team is responsible to the church for:

1. Upkeep, cleanliness, repairs and preservation of the church buildings, including, but not limited to, repairs and proper operation of the plumbing, heating and air conditioning equipment, lighting, and general upkeep of the equipment of the church.
2. The appearance, upkeep, and maintenance of the church grounds, including lawn, landscaping, walks, and parking lot .
3. The decor of the church property in careful planning and coordination with overall church appearance.
4. Recommendations to the church for materials, decorations, equipment, etc., and any area not already authorized or budgeted.
5. Guidelines for locations of bulletin boards, announcement posters, tract racks, color of carpet, walls, window coverings, etc.
6. The upkeep and maintenance of church vehicles, including vans and buses.

Any person, class, organization, or group wishing to make alterations, decorations, or additions to the building or its equipment shall first consult this ministry team for approval.

O. Recreational / Sports Evangelism Ministry Team.

1. It shall consist of three (3) or more members including men and women.
2. They shall keep in mind that Christian attitude and conduct are more important than winning. The recreational / sports evangelism program shall provide opportunities for fellowship and evangelism.
3. They shall be responsible for working with the Church Cabinet in the planning and guiding of the recreational programs of the church.
4. They shall be responsible for recreational facilities and equipment with communications to the Facilities Manager.

P. Security Ministry Team.

1. The Security Ministry Team shall consist of five (5) or more members. It is recommended that one or more members have a security or law enforcement background.
2. They shall patrol the church property at regular worship services, or any other service as the team or church sees fit, looking for any security risks.
3. They shall keep updated records on any court ordered restrictions pertaining to any member.

Q. Sound, Lighting, and Projection Ministry Team.

1. This Ministry Team shall consist of at least three (3) or more members.
2. They shall be responsible for the operation of the audio-visual and lighting equipment at all regular and special services.
3. All permanently installed audio-visual and lighting equipment shall be the responsibility of this Ministry Team.
4. They shall study acoustical and lighting problems and recommend action to the church.
5. They shall purchase and maintain special sound and lighting equipment as authorized by the church.

ARTICLE IX. FINANCIAL POLICIES

Whereas, Tithes and Offerings are the Biblical plan of finance; and

Whereas, the Unified Budget System is consistent with the Biblical method of finance, and

Whereas, frequent special appeals for funds hinder financial progress; and

Whereas, church business should be conducted on sound principles;

THEREFORE BE IT RESOLVED:

- A. That we adopt “tithes and offerings” as our financial plan, and endeavor to train and encourage every member of the church to follow this biblical plan. (Mal. 3)
- B. That extraordinary disbursements and proposals for raising special funds must be approved by the Church Cabinet. The church will not be liable for any unauthorized fund raising or any event in the name of the church that has not been previously approved.
- C. That funds will not be solicited from external agencies or individuals; or internally through any fund raising events in the name of the church on church property or elsewhere to support the church budget and programs of the church.
- D. That we limit special appeals for money, except for revivals, missions, benevolence, love offerings and such as the church may authorize in business meetings, upon recommendation of the pastors, Budget-Finance Ministry Team or deacons through the Church Cabinet.
- E. That for the sake of efficiency, the church shall operate on a budget determined, adopted, and subscribed by the church as prepared by the Budget-Finance Ministry Team and Church Cabinet.
- F. That we use our Worship Services and our Sunday Schools to gather “tithes and offerings” and communicate financial stewardship information as needed.
- G. That we adopt January 1 through December 31 as our fiscal year.
- H. That any amendment to the budget must go to the Church Cabinet and Budget-Finance Ministry Team for review before being presented to the church.
- I. That no controllable budget area can be overspent without prior church approval.
- J. That all persons responsible for controllable budget areas must be faithful stewards of our church funds. When warranted they will be held accountable. (See Article VIII.E.7)
- K. That if the budget is not approved by the church before January 1, the old budget will be followed until the new one is approved.
- L. External Audits. – The church will comply with local, state and federal laws.

ARTICLE X. CHURCH MEETINGS

A. Regular Worship Services.

The church shall meet regularly (except in unusual circumstances) each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, music, preaching, instruction, and evangelism shall be among the ingredients of these services.

B. Special Worship Services.

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

C. Business Meetings.

1. Parliamentary Rules.

Robert's Rules of Order, (Latest Revision) is the authority for parliamentary rules of procedure for all business meetings of the church. Robert's Rules shall be amended to provide that a call for a question can be challenged. Such action shall require a majority of those present and voting to approve the call for question before the vote for the recommendation can be taken.

2. Regular Business Meetings.

The church shall hold regular business meetings monthly (as allowed by the church calendar) on a designated night. All business meetings shall be conducted on the church premises and in conjunction with a regular worship service. Items discussed and voted upon at a regular business meeting shall be recommended in print at least one week prior to that meeting and made available to the Church membership.

3. Special Business Meetings.

The church may conduct called business meetings to consider matters of special nature and significance. A one-week's notice must be given for the specially called business meeting unless an emergency renders such notice impractical. An emergency is defined as conditions which impose an eminent danger to the church property, personnel, members, or finances. The notice shall include the subject, date, time, and place; and it must be given in such a manner that all resident members have an opportunity to be informed of the meeting.

For calling a Pastor and Ministerial Staff, Adoption of Annual Budget, and Amending the Constitution (excluding by-laws) a vote without discussion shall be held immediately following any designated Sunday morning service. An affirmative vote of three-fourths of the members voting shall be required for approval.

4. Business Meeting Leadership.

All Business meetings shall be called to order by the Church Moderator and kept in order by the Church Parliamentarian.

a. Moderator and Assistant.

1. The Sr. Pastor shall serve as Moderator of the church, unless he chooses not to serve, in which case the church shall elect a moderator from the membership.
2. The Sr. Pastor or Moderator may also select an assistant to call to order any business meeting the pastor or moderator wishes and/or to preside over business when the pastor or moderator is away.
3. The Moderator or assistant shall preside over all church business meetings. In the absence of the moderator and assistant, the clerk shall call the meeting to order and a moderator pro-tem shall be elected for that meeting.

b. Parliamentarian and Assistant.

1. There shall be elected annually a Parliamentarian and an assistant.
2. They shall be thoroughly knowledgeable of the church constitution, by-laws, and written/adopted church policy and shall aid the church in insuring that they are abided by as much as possible.
3. They shall have a working knowledge of Robert's Rules of Order, (Latest Revision).
4. The Parliamentarian or his assistant should be present at all church business meetings to advise and monitor the proceedings thereof.

D. Church Year.

The church year begins on September 1 and ends on August 31. This corresponds with the church dates of the Southern Baptist Convention. The fiscal year begins January 1 and ends December 31.

ARTICLE XI. AMENDMENTS

In keeping with the democratic policy of the church, any member may propose an amendment to this constitution and by-laws.

A. Constitution.

This constitution may be amended after being discussed at a regular business meeting and voted upon the following Sunday after the morning service without discussion by an affirmative vote of three-fourths of the members voting; provided, however, that no amendment shall be voted upon that has not first been presented in writing to the church membership not less than thirty days prior to the meeting at which the vote will be taken. Adopted amendments shall be made available to all members of the church and shall be added to the constitution as amendments.

Whenever the constitution is republished, the wording of amendments adopted since the last publication shall be inserted into the body of the document to bring it up to date and make it easier to read. The master copy of the constitution shall be kept up to date between publications by updating the electronic copy that shall be kept secure and a backup copy kept off-site.

B. By-Laws.

By-laws may be amended in accordance with the procedures in Article XI.A, except that voting may be at any regular or special business meeting.

ARTICLE XII. CLARIFICATIONS

1. Any reference to the words “elect” or “elected” means BY THE CHURCH.
2. Any reference to the words “recommend”, “recommends” or “recommendation” means TO THE CHURCH.
3. Any reference to the words “act”, or “action” must be WITH THE APPROVAL OF THE CHURCH.
4. The Articles of faith, character, and covenant shall never be changed.

ARTICLE XIII. CHARTER MEMBERS

(Joining September through December 1957)

Mr. & Mrs. Edward A. Burger	Mrs. Mary Spurlock
Mrs. Ella Bloom	Mr. & Mrs. Robert Townsend
Mr. & Mrs. Eric Corner	Mr. & Mrs. Woodrow Wall
Mr. & Mrs. Harry Doffernyer	Mr. & Mrs. Billy R. Wells
Mrs. Marietta Frazier	Mrs. Ruby Williams
Mr. & Mrs. Rush Frazier	Mr. & Mrs. Chester Winstead
Mr. Warren Gillum	Rev. & Mrs. Thomas H. Gordon
Mrs. Olive Grosjean	William J. Gordon
Mrs. Cecilia Hall	Mr. & Mrs. James Greene
Mr. & Mrs. Allen Hardy	Mr. & Mrs. James Bruber
Mrs. Ruth Hatton	Mr. & Mrs. Russell Hanger
Mrs. Sarah Henry	Mrs. Juanita Hounshell
Mrs. Dovie Hines	Reba Huff
Mr. & Mrs. Arnold Huff	Mrs. Patricia Jones
Mr. & Mrs. Lawrence Huff	Mr. & Mrs. R. C. Mattingly
Mrs. Lou (Gillum) Hunter	Mrs. Pauline Salley
Mrs. Dorothy Jennings	Mr. & Mrs. Mennon Sanders
Sandra Jennings	Mrs. Clarese Mattingly
John Sanders	Danny Otten
Mrs. Margie Shell	Mr. & Mrs. Charles Prewitt
Mrs. Amanda Woodward	Mr. & Mrs. Thomas Smith
Mr. & Mrs. Donald Denny	Mrs. Ruby Gobel

ARTICLE XIV - REVISION MINISTRY TEAM & ADOPTION

The constitution revision Ministry Team members were: Claude Cheatham, Brian Cline, Debra Hanby, Joyce Jackson, Dan Lackey and Jim Pledger. It was presented to and approved by the First Baptist Church of Kettering September 25, 2011. This revision supersedes the May 7, 2004 reprint, and all previous versions.