



West Yadkin Baptist Church

Constitution and By-Laws

Organized September 9, 1960

Constitution

Preamble

We establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will serve to preserve the liberties of each individual church member and the freedom of action of this church in its relation to other fellowships of believers. The Bible is the sole and final authority for all questions.

I. Name

The name of this body shall be known as the West Yadkin Baptist Church, located at 2929 US Hwy 21, Brooks Crossroads, Hamptonville, NC 27020.

II. Objectives

To be a dynamic spiritual organism, empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world. To be a worshipful fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership. The mission of this fellowship is to glorify God by sharing the Gospel of Jesus Christ, serving Him by ministering to those in need and by having fellowship together.

III. Statement of Faith

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. This church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention. We bond ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper.

IV. Relationships

The government of this church is vested in the body of believers who encompass it. It is subject to the control of no other ecclesiastical body. In so far as it is practical, this church will cooperate with and support the Yadkin Baptist Association, the North Carolina Baptist State Convention and the Southern Baptist Convention.

V. Our Church Covenant

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

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; To contribute cheerfully and regularly to support of the ministry, the expenses of the church, the relief of the poor and the spread of the Gospel to all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our family and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger; to abstain from the sale and use of alcohol and other intoxicants as beverages; to avoid the use of illegal or improperly prescribed medicines and drugs and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in Christian love; To remember one another in prayer; To aid one another in sickness and distress; To cultivate Christian sympathy in feeling and Christian courtesy in speech; To be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior.

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.

By-Laws

I. Membership

Section 1: General

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

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

Section 2: Candidacy

Any person may present himself or herself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership by one of the following ways:

- A. By making a public profession of faith in Jesus Christ, acknowledging that they confessed their sin, repented and asked forgiveness of Jesus and have placed their faith in Him, making Him Lord of their life, following Him in believer's baptism by immersion only (unless health conditions prevent immersion).
- B. By promise of a Letter of Recommendation from another Baptist church.
- C. By statement of faith
(Should there be less than a 75% affirmative vote of the members present, the pastor and deacons shall investigate the matter and report to the church a recommendation within 30 days)

Section 3: Voting Rights of Members

Every member of this church is entitled to vote at all elections and on all questions submitted to the church in conference.

Section 4: Termination of Membership

Membership shall be terminated in the following ways:

- A. Death
- B. Dismissal to another Baptist church
- C. Exclusion by action of this church, the church may vote (by a vote of 75% of members present) to exclude a member for a period of time for violation of this constitution and By-Laws or an offense against Scripture.

Section 5: Discipline

It shall be the basic purpose of discipline in the West Yadkin Baptist Church to emphasize redemption as an attitude of one member to another. The sole purpose of discipline within this church is to reconcile and re-establish fellowship between members. Discipline in this church is the responsibility of the church as a whole.

Should some serious conditions exist which would cause a member to become a threat or liability to the general welfare of the church, every reasonable effort will be made by the pastor and the deacons to resolve the problem. If reconciliation and redemption are not possible, the church may recommend a dismissal. A 75% vote of the members present and voting will affect the dismissal of the member. This vote may not be taken unless the person has had an opportunity to respond to the allegations in a meeting of the membership with a quorum present and having had one week notice. Notice will be affected by publishing it in the bulletin at least one week prior to the called meeting. Any person whose membership has been terminated for any reason may, upon his or her request and evidence of repentance and reformation, be restored to membership by an affirmative vote of 75% of the members present.

II. Program Organizations

Section 1: General

All organizations of the church shall be under church control, all officers being elected by the church shall report regularly to the church.

Section 2: Sunday School

There shall be a Sunday School, for all ages and conducted under the direction of a Sunday School Director.

III. Ordinances

Section 1: Baptism

A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at a worship service acknowledging that they confessed their sin, repented and asked forgiveness of Jesus and have placed their faith in Him, making Him Lord of their life and who indicates a commitment to follow Him as Lord may be received as a candidate for baptism.

1. Baptism shall be by immersion in water only.
2. The Pastor or Interim Pastor will administer baptism.

Section 2: Lord's Supper

The Lord's Supper is a symbolic act of obedience open to all Christians through partaking of the bread and fruit of the vine. It commemorates the death of Jesus Christ and anticipates His Second Coming.

1. The Lord's Supper shall be observed at least quarterly.
2. The Pastor and Deacons shall be responsible for the preparation of and administration of the Lord's Supper.

IV. Meetings

Section 1: Worship Services

The church shall meet regularly each Sunday morning, Sunday evening and Wednesday evening at the discretion of the Pastor and majority of the Deacons, for preaching, instruction, evangelism and worship of Almighty God. These meetings shall be open to the membership of the church and to all other people. The Pastor is responsible for the content and conduct of these services.

Section 2: Special Services

Revival services and other church meetings which promote the church's understanding of the commands of Scripture and which promote the Kingdom of God shall be placed on the church calendar.

Section 3: Regular Business meetings

Regular business meetings shall be held each 5th Sunday following morning worship.

Section 4: Special Business Meetings

A special business meeting may be called with a one-week notice of the subject and time. Should an extreme emergency occur, a special meeting may be called immediately with 75% majority of members present voting affirmatively.

Section 5: Quorum

A quorum consists of the members who attend the business meeting, providing that church policies are adhered to.

Section 6: Parliamentary Rules

"Parliamentary Procedures" shall govern all business meetings of the church. These procedures should be consistent with "Robert's Rules of Order."

V. Amendments

Changes to this Constitution and By-Laws may be made at any regular business meeting, provided amendments have been presented in writing at least one week prior to the regular business meeting. Copies of the proposed amendments must be made available to each member present. Amendments to the Constitution and By-Laws shall be affected by an affirmative vote of 75% of members present.

VI. Adoption

Upon adoption of this document, it shall supersede any prior Constitution and By-Laws, written or oral.

VII. Church Organization

Pastor

Principle Function:

The Pastor is responsible to proclaim the Gospel of Jesus Christ, to teach the Biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life.

Responsibilities:

1. Plan and conduct the worship services; prepare and deliver sermons; lead in observance of ordinances.
2. Lead the church in an effective program of witnessing and in a caring ministry for persons in the church and community.
3. Visit members and prospects.
4. Conduct counseling sessions; perform wedding ceremonies; conduct funerals.
5. Serve as chairman of the Church Council to lead in planning, organizing, directing, coordinating and evaluating the total program of the church.
6. Work with Deacons, church officers and committees as they perform their assigned responsibilities, train and lead the Deacons in a program of family ministries.
7. Act as moderator of church business meetings.
8. Cooperate with associational, state and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational development, represent the church in civic matters.
9. The Pastor shall make his residence in the church community within 6 miles of the church unless he has special approval by the church, within a one-year period of accepting the position at the church.
10. The Pastor shall serve as a "full-time" pastor. The Pastor may choose to seek other employment on a limited part-time basis providing that the employment is discussed with the Deacon Council and doesn't interfere with and pastoral obligations.

Moderator

Principle Function:

The chief responsibility of the Moderator is to make preparation and to preside at church business meetings, that is, to coordinate and facilitate productive business meetings in an orderly, efficient manner. (Unless otherwise needed, the Pastor serves as Moderator. In absence of the Pastor, the Chairman of Deacons shall serve as Moderator. In the event that neither is available, the church shall appoint a Moderator from the floor until the time the Pastor or Chairman of Deacons is available.

Duties:

1. Develop church business meeting agenda in cooperation with appropriate persons. Copies should be shared with church staff members, Chairman of Deacons and others included on the agenda prior to each session, if possible.
2. Help members stay informed and involved in church business by promoting attendance and participation in business meetings according to "Robert's Rules of Order."
3. Preside over all church business meetings.
4. Clarify matters voted for later action and follow up on these.
5. Evaluate each business session and its activities.

Relationships:

1. Work with the church clerk in preparation of agenda before business meetings and in preparation of minutes after meeting.
2. Consult with church staff members, committee chairpersons, church program organization directors and other responsible persons in preparation of the business meeting agenda and in evaluation of each business session and its activities.
3. Follow up after each business meeting with responsible committees, officers, individuals and others to ensure that decisions are executed.
4. Be in touch with all church members to know the spirit and mood of the congregation.
5. Serve as an active member of the Church Council.

Moderators Should:

1. Maintain the spirit of Christian love and fellowship while presiding by conducting meetings in an orderly manner. (The Moderator must maintain a neutral position while presiding. If it is necessary to become personally involved in debate on a question under consideration, ask an assistant to preside.)
2. Should be familiar with prescribed parliamentary procedure. Help members understand parliamentary procedure.
3. Insist that motions be stated and seconded before discussed.
4. Suggest that a member make a motion by stating "If a motion is in order, I move..."
5. Call on the person who makes a motion to discuss it first.
6. Encourage full and free debate. Lead members to talk through their disagreements.
7. Execute business with dispatch, making certain that all matters are clear and concise. Avoid wasted time on trivialities. Bring together people with differing views and perspectives in the bond of love.
8. Alternate discussions so as to bring out both sides of a question. A member who has not spoken should be given preference over the one who has. Be fair and courteous with all members.
9. Respect the minority. The minority has a right to be heard even though the majority must prevail.
10. Always take the affirmative vote first. Take the negative vote second, but always take it.

Church Clerk

Principle Function:

The Church Clerk is responsible for recording, processing and maintaining accurate records of all church business meeting transactions. The Church Clerk is also responsible for all official church membership records and communications. (Some responsibilities may be assigned to church staff members.)

Duties:

1. Assist in preparation of the agenda for church business meetings.
2. Keep an accurate record (in the form of minutes) of all business transactions made and approved in church business meetings.
3. Present the minutes of the prior meeting(s) at each business meeting for official church approval.
4. Provide clerical assistance during the invitation period of the worship services for new members, rededications and other decisions.
5. Maintain accurate member records. This includes (a) adding new names and pertinent information to the chronological membership roll and dropping other names as necessary through transfer or death; (b) Correcting records for change of address or phone number; (3) Sending a memo as needed to all church personnel keeping separate records to avoid incorrect information.
6. Request letters by transfer from other churches for new members, forward letters to other churches requested by members and notify persons when their names are removed from the church roll for any reason other than transfer o membership by letter.
7. Prepare and mail church correspondence.
8. Preserve records for present and future use.
9. Prepare the annual church letter to the association, submit for church approval and send to associational officer.

Relationships:

1. Work with the Moderator in preparation of agenda before meetings and in preparation of minutes after meetings. (It may be necessary at times to consult with appropriate church staff members, church program leaders, committee chairpersons, Deacons and others to be sure that the wording in the minutes is correct as given in the business meetings to avoid confusion either in the next business meeting or at later dates.)
2. Work with the Church Secretary in getting the minutes prepared for distribution to the members in the next business meeting.
3. Serve as resource person to the Church Historian and/or History Committee as requested. (If the church does not have a History Committee, the Church Clerk should be the church's designated historian.)
4. Provide statistical information on the church membership as requested.

Treasurer

Principle Function:

The church Treasurer is responsible for the proper receipt, accounting and disbursement of the church funds within policies established by the church for adequate financial control. The Treasurer's work focuses primarily on financial records and payment procedures rather than the handling of cash.

Duties:

1. Keep accurate records in appropriate financial journals of all money received and disbursed.
2. Reconcile monthly bank statements and correct ledgers as needed.
3. Sign checks in accordance with church policies and procedures, always verifying supporting data for each check request.
4. Make monthly and annual reports to the Financial Committee and the church.
5. Suggest possible investment opportunities; advise about bond(s) purchasing.
6. Keep church staff informed of any trends or changes in fiscal matters.
7. Instill and preserve high financial morale throughout the congregation.
8. Submit accurate financial records for annual audit according to church policy.
9. Provide statistical financial data as requested.

Relationships:

1. Serve as ex-officio member of the Finance Committee. Confer with this committee in:
 - (a) Recommending and establishing policies related to the receiving, accounting and disbursing of church money.
 - (b) Developing the annual church budget and coordinating the annual stewardship campaign.
 - (c) Preparing and presenting a monthly financial report to the church business meeting. (Also, confer with the Moderator about presentation of report.)
2. Receive copy of deposit slip and summary of receipt records from the Counting Committee after each deposit.
3. Work closely with the Financial Secretary in maintaining records of individual contributions.
4. Confer with the church staff and Deacons to maintain open communication in financial matters of the church.
5. Work with staff members, officers and organizations in administering financial details of church projects, for example, as receipts fall above or below budgeted funds.
6. At the request of the Finance Committee, serve as advisor to various requesting committees in preparing and maintaining their budget.
7. Serve as an active member of the Church Council.
8. Advise the Church Council and various committee chairpersons about available funds and budgeted funds.

Financial Secretary

Principle Function:

The Financial Secretary is responsible for maintaining accurate records of individual member contributions. The church, regardless of the size, also has a legal responsibility to carefully maintain a giving record of each member. Amounts given are posted to the individual member's account each week. Offering envelopes are stored for up to five (5) years to fulfill requirements of the Internal Revenue Service.

Duties:

1. Post offerings weekly to individual accounts and file envelopes.
2. Provide an annual statement of giving to each member.

Relationships:

1. Receive copy of deposit slip, summary of receipts record, and individual offering envelopes from the Counting Committee after each deposit.
2. Work closely with the Treasurer in the posting and reporting of member contributions.
3. Work closely with the Church Secretary in the mailing of member contribution reports.
4. Serve as resource person to the church staff, church program leaders, officers and committees to provide needed statistical information about giving records and patterns of giving.

5. Serve as an ex-officio member of the Church Council.

Trustees

Principle Function:

The Trustees (consisting of three (3) elected members, with one rotating off annually) serve as legal representatives in all transactions related to the church. They hold legal title to the church property and they sign all documents related to the purchase, sale, mortgaging or rental of church property after approval by the church in regular business sessions.

Duties:

1. Hold legal title to all church property (as required by state law) and act only as directed by the church in regular business sessions.
2. Sign all legal documents involving church property, upon direction by the church in regular business sessions.
3. Maintain and up-to-date inventory of all church property, mortgage loans and insurance on church property. (Such information should be kept in a safety deposit box with copies filed in the church office for ready reference.)

Relationships:

1. Relate to appropriate civil officials in all legal matters involving the church.
2. Keep abreast of latest insurance and legal changes (innovations, programs, etc.), report such changes to the appropriate church leaders and advise the church staff and any committee concerning legal matters.
3. Counsel with appropriate church officers and committees in matters related to church properties, for example, Finance Committee, Treasurer and Deacons.
4. Maintain all church legal documents in conjunction with the Church Clerk.
5. If qualified, serve as resource personnel to the church staff and church families in legal matters.
6. Stay in touch with the Church Council and Deacons to report on current plans and ideas as necessary.
7. Report to the church as necessary.

Church Committees and Teams

The committees and teams of this church exist to plan, coordinate, implement and evaluate the work assigned to them by the church. A church committee or team can study and complete a specialized assignment more efficiently than can the congregation in business sessions. The committee or team approach has several distinct benefits for a church:

1. It spreads the administrative load among members of the congregation and broadens participation. This provides the church staff members and deacons more freedom for ministry to the people. Responsibility is delegated and the church is helped to perform its tasks.
2. It utilizes skills and talents of members of the congregation and makes the church a more efficient and effective ministering body. The church is assisted in planning.
3. It provides opportunities for differing points of view to be presented and reconciled and produces more harmony among church members. Through committees, the church is helped in making decisions.

There are two kinds (or types) of work to be done in the church. The first type of work relates to the long-term, ongoing ministries and programs that are basic to the church's life, such as the financial program. For this type of work, the church needs to have committees that are permanent. Such a committee is called a standing (or regular) committee. The Stewardship/Finance Committee and the Church Council (hereafter referred to as the Church Council) are examples of standing committees. The members on these groups should serve on a rotating basis, with a portion of the members being replaced each year. The second type of work in the church relates to the short-term or temporary needs of the church. For this work, the church needs to have teams that are ad hoc and operate only to accomplish specific tasks. The Building Team and Pastor Selection Team are examples. The members of a special team should serve as long as the need exists and they are selected for service based on their volunteering.

Standing committees carry out very different functions from special committees. The work of standing committees usually revolves primarily around the needs of the church to maintain the best of what it now has. Standing committees give attention to maintaining, operating and stabilizing already-existing ministries and programs that are ongoing.

Teams, in contrast, usually focus their work on the needs of the church that are short-term. They give attention to creating something new or revising something old or maintaining church function during the year. Teams are formed by volunteers and disbanded as needed. They should not continue beyond the time needed to perform their church-assigned task.

In planning an effective committee structure for a church, balanced attention should be given to meeting the need that a church has to maintain both long-term and short-term ministries and programs. Long-term ministries and programs sometimes require standing committees. Teams primarily perform short-term ministries and programs.

The Church Council will coordinate the work of all the church committees and teams. The chairpersons of all the church committees and teams should serve as members of the Church Council.

The leaders of all committees and teams should be recommended by the Church Council and elected by the church. Since the church brings each committee into existence, each committee reports back to the church. There should be a regular time allocated at each church business meeting for church committees to report on work accomplished. Most of the new committees established by a church will be special committees, although it is not unusual for a new standing committee to be created. When it seems desirable to form a new committee or team, the Church Council will:

1. Determine the need for a new committee or team
2. Formulate its purpose and duties
3. Prepare to allocate necessary resources
4. Present to the church for discussion and vote.
5. Present committee members, with chairperson designated for church approval
6. Educate new committee members
7. Help committee understand their work (One key to effective committee work is the orientation to and training in performance of duties. Chairpersons and committee members need to understand their jobs. A church is obligated to provide the necessary training).

Duties of Committee/Team Members:

1. Know the purpose, duties and members of the committee
2. Be present and on time for meetings
3. Participate in discussions
4. Contribute to the planning and achievement of activities/projects
5. Complete assignments as agreed upon
6. Keep the committee chairpersons informed about progress on assignments. Report at committee meetings.

Duties of a Committee Chairperson:

1. Know the purpose, duties and members of the committee
2. Report committee action(s), as appropriate, to the Church Council and/or the church business meeting
3. Collaborate as necessary or desirable with church staff members, church officers, Church Council, Deacon Council, church program directors and other committees.

Guidelines for Effective Committee Work:

This section includes several guidelines that will contribute to effective committee work. Following these suggestions, specific guidelines are recommended for the four major standing committees.

Church Council

Principle Function:

To lead the church in the staffing of all church-elected leadership positions filled by volunteers; to approve all volunteer workers before they are enlisted to serve in church-elected positions. The Nominating Committee will be made up of the members of the Church Council. The basic responsibility of the Church Council is to recommend to the church qualified persons to fill all church-elected positions requiring volunteer leaders.

Duties of Church Council:

1. Develop the annual volunteer requirement list

2. Recommend qualified persons for all church positions requiring volunteers (church program organization leaders, church service program leaders, church committee members and general church officers)
3. Recommend all church officers

Stewardship/Finance Committee

Principle Function:

The Finance Committee recommends to the church a budget for each year. This budget shall be presented at a business meeting in September each year. The Finance Committee shall be consulted in event of a budget item which is overspent. All missions projects that are funded by the budget shall be considered and/or recommended by the Finance Committee. As long as a committee stays within budget, expenditures do not have to go before the church. The Finance Committee has the authority to spend up to \$500 on any item. There shall be 5 members on this committee, recommended by the Church Council to the Church, approved by the church and serving on a rotating basis with one rotating off annually.

Relationships and Responsibilities:

With Councils

1. Committee chairperson serves as a member of the Church Council
2. Develop and recommend to the Church Council an overall stewardship education/information plan

With Teams/Committees

1. Review with chairpersons periodically the expenditures of teams/committees to ensure correspondence with budget allocations and budget adjustments
2. Consult with the chairperson of each committee annually to determine the financial resources needed by each team/committee for its work during the following year

With Church Officers

1. Committee Chairperson informs Moderator of reports to be made in the church business meeting
2. Committee Chairperson gives to Church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church

With Church Team/Program/Organization Directors

1. Review with each director periodically the expenditures of the organization in terms of budget allocations and budget adjustments
2. Consult with each director annually to determine financial resources needed by each organization or its work during the following year

With Church Staff

1. Consult with appropriate staff member(s) in the planning, promotion, subscription and administration of the church budget
2. Pastor serves as staff advisor and consultant on the Stewardship/Finance Committee

With Church Business Meetings

1. Make periodic reports of the work of the Stewardship/Finance Committee
2. Answer questions about the work of the Stewardship/Finance Committee
3. Recommend financial policies and procedures to be practiced by the church
4. Make recommendations concerning proposed expenditures not included in the current budget
5. Recommend an annual church budget

House and Grounds Committee

Principle Function:

To assist the church in the care of all properties and buildings, to study and recommend the use of space and furnishings as it relates to church programs and activities, to study the need and recommend acquiring property and creating space and to administer work assigned to it

Relationships and Responsibilities

With Committees

1. Present an annual budget proposal to the Stewardship/Finance Committee for financial resources needed by the team to accomplish its assigned work
2. Recommend to the Deacon Council the employment, training and supervision needs of maintenance personnel
3. Work with the Missions Team to recommend acquisition and to maintain property and space for mission purposes
4. Work with the Long-Range Planning Committee in determining future property and space needs of the church
5. Assist other church committees/teams in responsibilities which may relate to the assigned work of the team
6. Prepare recommendations to the Stewardship/Finance Committee for additional space and property

With Church Officers

1. Team director chairperson informs the Moderator of reports to be made in the church business meeting

With Church Staff

1. Consult with appropriate staff member(s) in conducting an annual evaluation of space allocations to determine areas needing adjustment and enlargement
2. Consult with appropriate staff member(s) in determining space rearrangement to ensure maximum use of education, special activities and worship
3. Assist the church staff in arranging, equipping and administering adequate worship space
4. Work with the staff member responsible for supervision of the maintenance personnel in developing and recommending maintenance policies and procedures
5. Consult with appropriate staff member(s) regarding the need and process in acquiring new space for continued growth

With Church Business Meetings

1. Make periodic reports on work of the Church Ministry Support Team
2. Answer questions about the work of the Church Ministry Support Team
3. Recommend policies and procedures regarding the use of space, equipment and properties
4. Recommend the appointment of a Church Building Survey and Planning Team when needed and appropriate
5. Work with appropriate church staff member(s) in official correspondence with other churches
6. Work with the Trustees in preparation of legal documents
7. Work with various staff members, church program leaders and committee chairpersons in preparing the letter to the Association
8. Church Ministry Support Team Director shall serve as an active member of the Church Council

The Councils of a Church

The councils of a church exist to plan, coordinate and evaluate the work assigned to them by the church. Structurally, councils are in the area of basic ministry programs. They most often provide support through the pastoral and educational ministry programs of a church.

The Deacon Council

The Deacon Council assists with a church's pastoral ministries program. Its major functions are planning, coordinating and evaluating the work of the church related to pastoral functions. The concept of deacon comes from the Greek word diakonein, which means "to minister or serve." The personal qualifications of a deacon are found in 1 Timothy 3:8-13.

Principle Function:

To assist the church in administrative matters related to all employed personnel. Offer of employment to new staff members will be made by the Deacon Council in writing, outlining the duties of the office, its compensation and all the conditions set forth in this personnel policy. Acceptance of the offer must be presented in writing to the committee.

All resignations from the staff must be presented to the Deacon Council in writing.

All employees except the ordained ministers are covered under Federal Social Security.

The church must determine how many Deacons are needed (5 Deacons for up to 250 members and 1 additional Deacon for every 50 members thereafter) to implement an adequate program of pastoral ministries and the process by which Deacons will be selected. The chairperson of the Deacon Council serves as an active member of the Church Council.

Duties: The Four Major Functions of Deacons Include:

1. Proclaim the gospel to believers and unbelievers
 - a. Personal witnessing activities
 - b. Preaching as a lay person
 - c. Church revival support
2. Care for the church's members and other persons in the community
 - a. Maintaining contact with assigned church family
 - b. Ministering in times of crisis
 - c. Listening to burdened persons
 - d. Referring persons in need to qualified sources for assistance
 - e. Counseling on vocational guidance and family ministry
3. Function as a Benevolence Team
The Church Benevolence Team is primarily responsible for studying the needs of church families and other persons in the community to which the church ministers. They also need to formulate a plan for meeting those needs.

Following are duties for the Benevolence Committee

- a. The Benevolence Team should establish the amount of and frequency of assistance for families to be provided by the church
- b. The team should locate church members and community persons who can provide appropriate assistance. They can use surveys, conduct interviews, ask for help from church members and consult other resource persons in the community to discover needs
- c. Work with other groups in the church that provide benevolence actions. These groups may include Sunday School, Baptist Women or Brotherhood. The Benevolence Committee may serve as a coordinating group for all these groups.
- d. Survey and determine available community agencies. Many communities have agencies that provide assistance. Sometimes a church cannot provide the kind of help persons need, but they can refer them to appropriate agencies. This committee should have a list of these agencies. The list should also describe the type of services available, the address, phone number and contact persons.
- e. Recommend budget requests for money needed. At budget planning time, the committee should make its request to the church for money. Some benevolence money comes from love offerings.

- f. Investigate and administer benevolence resources as needed. When requests come to the church for help and are referred to the benevolence, the committee should investigate and administer resources as necessary. In most cases, the policy should be observed that no money is given directly to persons in need. Money may be used to pay utilities, buy groceries and so forth; it should seldom be given directly to individuals.
 - g. Make reports to the church. Periodically, the Benevolence Committee should report the type of services provided, the results of the benevolence work and the amount of expenditures. A record should be kept of services provided. Once church uses a card to record the name of a person to whom assistance is provided, the social security number of the person aided and the type and amount of assistance provided.
4. Build Christian fellowship among church members
 - a. Sharing information about the church's life and work
 - b. Assisting in administering ordinances
 5. Serve as an exemplary Christian leader
 - a. Set an example in Christian lifestyle
 - b. Set an example in church leadership responsibilities
 - c. Give personal support to church activities
 6. Assist in Lord's Supper Services
 - a. Assist in baptism. The Deacon Council should prepare the baptismal area for the baptismal service. Deacons should meet the candidates for baptism at the appointed time. The Deacon Council should show candidates the dressing room, answer questions that may arise and assist them in dressing and getting the towels and handkerchiefs ready. They will assist the Pastor at baptismal time. (Assisting the Pastor at this point will include helping place the persons in the proper order for baptism, checking the pool for proper water level and temperature and seeing that the lighting is handled properly in the pool and sanctuary. Deacons or their wives should assist the candidates into and out of the pool and to the dressing room and should be available to help the baptismal candidates until they are completely dressed and are ready to leave for the worship service.
 7. Supervise all paid staff

It shall be the responsibility of the Deacon Council to implement the personnel policy as follows:

Paid Vacations (Pastor, Associate Pastor, Youth Director)

Within each calendar year, vacations are regularly scheduled for all employees. Unused vacation time cannot be carried over into the next year, nor will anyone receive additional pay for vacation time not taken. Vacation time is allotted according to the following policy:

1. After 6 months of service, one week of vacation will be given
2. After 12 months of service, two weeks of vacation will be given
3. After 5 years of service, three weeks of vacation time will be given
4. All leaves of absence must be approved by the church

In accordance with the meaning of the work and practice of the New Testament, Deacons are to be servants of the Church. The task of the Deacon is to serve with the Pastor and staff in performing pastoral ministries; proclaim the gospel to believers and unbelievers, care for church members and other persons in the community, lead the church to engage in a fellowship of worship, witness, education, ministry and lead the church in performing tasks.

The Church Council

The task of the Church Council is to plan, implement and evaluate the work of the church. Its membership consists of Pastor, Music Director, Sunday School Director, Baptist Women Director, Church Treasurer, Church Clerk, Chairman of Deacons, Chairman of Stewardship/Finance Committee, Youth Director, Brotherhood Director, Outreach Director, VBS Director, Special Events Director and other individuals who may serve as outlined in the By-Laws. The Pastor serves as the chairperson.

The Church Council meets quarterly (unless there needs to be a special called meeting) with tasks as wide ranging as calendar planning, use of facilities, future church programming and allocation of limited resources. It meets to act instead of react. The Church Council will also be involved in the evaluation process. The Church Council is to set some standards for any activity in the church and carefully weigh the results of that activity. The congregation should then be apprised of this evaluation.

Major Functions:

Planning, coordinating and evaluating the total work of a church. This body usually is assigned the following duties on a continuing basis. Actions are performed as required by the planning and administrative needs of each church.

1. Formulate and recommend to the church suggested church objectives and goals
2. Develop and recommend to the church action plans for reaching church goals
3. Prepare the annual church calendar of activities
4. Review and coordinate suggested program plans and actions by the church staff, church officers, organizations and committees; and provide for adequate communication among staff, officers organizations, teams and committees
5. Review and report as appropriate o the church he use of resources in terms of the needs of church programs as the work toward the achievement of the objectives and goals of the church
6. Evaluate program achievements in terms of church objectives and goals and report evaluations of the church

The Church Council helps the church to:

1. Determine the focus and scope of its ministry and mission (both now and in the future)
2. Uses resources wisely
3. Identify priorities
4. Coordinate the church calendar of activities
5. Enrich fellowship

Responsibilities of General Officers in Sunday School

Pastor

1. Lead the church to have a challenging Bible teaching ministry
2. Lead the church to have an aggressive ministry for reaching Christians and non-Christians for Bible study
3. Lead the church to be evangelistic by training Sunday School workers to witness
4. Lead the church to organize its Bible Teaching-Reaching Ministry
5. Help in making adequate training available for all workers
6. Help the Sunday School Director in annual planning
7. Work with Sunday School to help workers and members provide caring ministries to members and prospects

Sunday School Director

1. Lead in determining the Sunday School organization needed to reach, teach, witness and care for people effectively
2. Give direction to the enlistment of workers for the Sunday School
3. Help all workers see the importance of involving people in effective Bible study
4. Develop and support the outreach ministry of the Sunday School
5. Determine needs and provide training for Sunday School workers
6. Develop and maintain Sunday School workers planning meetings
7. Lead workers to set challenging, attainable goals
8. Determine financial and physical resources needed for the Sunday School
9. Maintain and use records for the Sunday School

Sunday School Outreach-Evangelism Director

1. Help the Sunday School Director emphasize to the congregation the role of the Sunday School in reaching people for Christ and church membership
2. Help the Sunday School Director in organizing the Sunday School for effective outreach: enlist and train outreach workers in every class
3. Lead in planning and conducting outreach activities

4. Lead in building and maintaining a prospect file
5. Perform the duties assigned to the Sunday School Secretary in his or her absence

Sunday School Secretary

1. Collect classroom roll books, maintain accurate Sunday School attendance records and count funds with confidentiality

Van Team

Members of the van team shall be primarily drivers, safety and maintenance persons for the van. Anyone using the van will be at least a member in good standing, 21 years old with a good driving record and will abide by the rules listed.

1. There will be a mileage book in the van. Van mileage must be documented. After each use the driver will ensure that the beginning and ending mileage is recorded in the book.
2. The van should be returned clean and full of gas by the group after each group trip.
3. Drivers may include volunteer drivers, Sunday School teachers or Pastor. Anyone not authorized to drive by this policy must obtain permission from the van committee.
4. Van keys will be maintained in the church office and by members of the van committee. The Pastor will also have a set.
5. The van will be used for church-related activities only unless specifically approved by the van team.
6. Van use will be scheduled using the church calendar.

Fellowship Hall/Building Use

1. The policies for building use are that all church facilities shall be used to carry out the basic purpose and mission of the church. Policies should be kept in the spirit of bringing people to Christ.
2. Use of any facility shall be done in conformity with city fire and safety ordinances. These provide for the prohibiting of smoking and overcrowding in church facilities.
3. Requests to use facilities must be directed to the Building and Grounds Committee Chairman. Scheduling will be on a first come first serve basis, (members having priority, unless there are other circumstances such as ministering to families.)
4. Regularly scheduled church meetings shall have first priority in building use. Other church-related meetings should have second priority. Outside non-profit organizations shall be eligible for building use when church groups are not using facilities and when the Church Council approves their purpose. Profit making enterprises shall not use church facilities for any purpose.
5. Church members shall use the facilities without charge. Non-members shall pay a fee for facilities at least 2 weeks in advance (or earlier) according to the following schedule:
 - Sanctuary - \$100.00
 - Fellowship Hall - \$100.00 (\$25 refundable if cleaned)
6. Cleaning includes as a minimum: Vacuuming, Cleaning Tables, Mopping, Emptying Garbage Cans and removing waste from the premises, etc.
7. In keeping with safety regulations, protective materials shall be used with candles and rice shall not be used inside or outside the buildings. (Bird seed may be used)
8. No smoking.
9. No profanity.
10. No alcoholic beverages.
11. Any damage is the responsibility of the person using the facility and will be repaired by the same or their agent.

12. No activities will be allowed in the fellowship hall during worship services except worship-related activities.
13. Anyone using the facilities will conform to all fire and safety regulations.
14. The use of decorations, changing of furniture, attachments of materials to walls and any other items of a similar nature shall be done only with the consent of the church.
 - A. No nails, tacks or screws are to be used in any part of the building to affix decorations.
 - B. Tape, which will not mar any surface, may be used.
 - C. After use, all items must be returned to proper places.
15. Paper products, cups, plates, napkins, etc. will be furnished only for church activities such as homecoming and fellowships. All other groups furnish their own products.
16. Tables and chairs may be loaned to other churches and organizations if they have similar philosophy, mission or purpose with no fee. The Building and Grounds Director will coordinate. Anyone using tables and chairs is responsible for any damages incurred.

Weddings

1. The policy for weddings is that a Christian emphasis be encouraged and that members relate the ceremony to Christian family commitment.
2. All weddings shall be scheduled on the master church calendar with first priority being given to church members. Non-church members shall be allowed to schedule a wedding no earlier than ninety days prior to the event to ensure the church members' priority.
3. Counseling of the couple prior to the wedding is essential. The pastor or other ministers shall conduct the counseling or approve the person doing so.
4. Church members are encouraged to use the pastor and church organist for the ceremony. The pastor shall approve guest ministers and the minister of music shall approve music.

Custodian

Principle Function

Maintain clean buildings according to job description.

Director of Children's Education (as needed)

Principle Function

The Director of Children's Education is responsible to the Minister of Education for assisting church program organizations to develop a comprehensive program of children's education. He or she consults with other staff members concerning activities, policies and procedures that relate to their areas of responsibility.

Responsibilities

1. Counsel with church program organization leaders in planning, conducting and evaluating a youth education ministry and in enlisting appropriate youth workers.
2. Advise in the use of program materials, equipment, supplies and space by youth groups in all church program organizations.
3. Work with other directors and the director of recreation to provide needed services.
4. Assist with planning and conducting special projects (such as camps and retreats) for children's program organization groups.
5. Work with organization leaders to coordinate visitation for the Children's Division and lead workers to visit prospects and absentees.

6. Work with program leaders, teachers and appropriate staff members to resolve philosophical, procedural and scheduling problems in the Children's Division.

Director of Youth Education

Principle Function

The Director of Youth Education is responsible to the pastor for assisting church program organizations to develop a comprehensive program of youth education. He or she consults with other staff members concerning activities, policies and procedures that relate to their areas of responsibility.

Responsibilities

1. Counsel with church program organization leaders in planning, conducting and evaluating a youth education ministry and in enlisting appropriate youth workers.
2. Conduct special training projects for youth workers in proper relationship to the church training program.
3. Advise in the use of program materials, equipment, supplies and space by youth groups in all church program organizations.
4. Work with other directors and the director of the recreation to provide needed services.
5. Assist with planning and conducting special projects (such as camps and retreats) for youth program organization groups.
6. Work with organization leader to coordinate visitation for the Youth Division and lead workers to visit prospects and absentees.
7. Work with program leaders, teachers and appropriate staff members to resolve philosophical, procedural and scheduling problems in the Youth Divisions.

Director of Adult Education

Principle Function

The Director of Adult Education is responsible to the pastor for assisting church program organization to develop a comprehensive program of adult education. He or she consults with other staff members concerning activities, policies and procedures that relate to their areas of responsibility.

Responsibilities

1. Counsel with church program organization leaders in planning, conducting and evaluating an adult education ministry and in enlisting appropriate adult workers.
2. Conduct special training projects for adult workers in proper relationship to the church training program.
3. Advise in the use of program materials, equipment, supplies and space by adult groups in all church program organizations.
4. Work with other directors and the director of the recreation to provide needed services.
5. Assist with planning and conducting special projects (such as camps and retreats) for adult program organization groups.
6. Work with organization leader to coordinate visitation for the Adult Division and lead workers to visit prospects and absentees.
7. Work with program leaders and teachers and appropriate staff members to resolve philosophical, procedural and scheduling problems in the Adult Division.

Minister of Music

Responsibilities

1. Direct the planning, organizing, conducting and evaluating of a comprehensive music program including choirs, vocal and/or instrumental ensembles.
2. Supervise the work of volunteer and assigned paid staff workers.
3. Cooperate with the Church Council to enlist and train leaders for the church music ministry including choir workers, song leaders and accompanists for the church educational organizations.
4. Lead in planning and promoting a choir program, direct and coordinate the work of lay choir directors. Direct adult, youth and other choirs as needed.
5. Serve as a member of the Church Council. Coordinate the music program with the organizational calendar and emphases of the church.
6. Assist the pastor in planning all services of worship.
7. Give direction to a music ministry plan of visitation.
8. Arrange and provide music for weddings, funerals, special projects, ministries and other church-related activities upon request.
9. Plan, organize and promote choir tours, mission trips, camps, festivals, workshops, clinics and programs for the various choirs.
10. Maintain music library, materials, supplies, musical instruments and other equipment.
11. Keep informed on music methods, materials, promotion and administration.
12. Prepare an annual music budget for approval. Administer the approved budget.
13. Cooperate with associational and state leaders in promoting activities of mutual interest.
14. Adhere to copyright laws. Maintain a copyright license.
15. Assist in maintenance of instruments.

Music Accompanist

Principle Function

The organist, pianist/music assistants are responsible to the minister of music for serving as organist/pianist of the church and assisting in the music ministry.

Responsibilities

1. Play for services of the church, both regular and special.
2. Serve as accompanist for choirs, ensembles and soloists in regular church services.
3. Assist in planning worship services, choir rehearsals and special music events.

Church Public Relations Director

Principle Function

The purpose of the Church Public Relations Director is communication. The scope of this communication is the church's work. The target group for this communication is church members and the community.

Responsibilities

1. Work with church leaders to communicate to their audience. Church leaders, such as pastoral ministry leaders and program organization leaders, have a responsibility to communicate through various media to their various media to their target audiences. The Public Relations Director should assist these leaders in their tasks.
2. Help church members become aware of the value of good church public relations.
3. Be responsible for presenting the church (ex: ads in papers, radios, television, etc.)

Pastor Search Committee

Principle Function

The primary purpose of the Pastor Search Committee is to find and recommend someone to serve as pastor. This committee naturally should seek God's leadership through the Holy Spirit to direct them in this responsibility. This committee made up of both men and women shall consist of: One Deacon, one Youth Director, one Sunday School Director, one Finance Committee member, one person nominated from the floor and two alternates with only one person per family serving on committee. Each member shall be voted on and approved by the church. Some of the suggested duties are listed below.

Guidelines for this committee should be established before the committee begins looking for a pastor. Several important considerations include:

- **What kind of pastor does the church need?** Consider the following qualifications: age, health, education, special talents, experience in other churches and background.
- **What is the candidate's attitude about church members, staff members, volunteer leaders, the denomination, worship design, missions education and stewardship?**
- **What are the person's qualifications as a preacher?** The committee should consider the candidate's: call, knowledge of the Bible, ability to communicate, feelings about the Bible's place in preaching and responsible freedom from the pulpit.
- **What does a church expect from its pastor?** The committee should agree on what the church expects from its pastor. Discover church members' expectations on such areas as preaching, funerals, weddings, visitation, ministry to the sick and needy, special events, administration, evangelism, leadership and being a visionary.
- **What will the church do for the pastor?** The committee should determine in advance what the church would do in terms of salary, benefits, continuing education, expenses for conventions and retirement package.
- **Where does the committee look for a pastor?** The committee should discuss at this point where it would go for recommendations. The Director of Missions from the association or neighboring associations, denominational or state convention staff, other pastors, lay persons and college/seminary professors are a few examples of sources that committee members can contact for recommendations.
- **How will the committee consider recommendations?** The committee must decide how it will consider recommendations for persons. In most cases, resumes are submitted by prospective pastors.

Gather information on all prospective pastors. When the committee has established its guidelines, it should begin to interview potential candidates. The resumes and references should provide adequate information in making a choice.

Visit a prospective pastor who is available. When the committee agrees that one person meets the qualifications, they should meet and visit that person's church or in a neutral site arranged prior to the time of the visit. The committee should decide as soon as possible whether to invite this prospective candidate to visit their church. If they are no longer interested in a candidate, they should notify him of this decision. When arranging for a prospective pastor to visit the church, the committee should decide the purpose of the visit. Is the candidate coming for an informational (further interviewing) visit or a visit to preach in view of a call?

If the committee has decided on a pastor, they should recommend the prospective pastor to the church. This recommendation should be made to the church in writing and should provide information concerning the pastor, qualifications, experience and the salary and benefits package. The committee should notify the church when and where the recommendation will be made and when the prospective pastor is to preach for the church (at least one week in advance). In presenting the pastor to the church, the moderator should call for the vote in whatever manner the church agrees. The count of these votes should be reported to the prospective pastor. After the vote, the pastor shall notify the church of his answer on the same day. If the vote is not unanimous, an effort to achieve unanimity may be followed by a motion to make the call unanimous. Vote must be at least 80% for the pastor to be voted in.

Notify the pastor of the church's decision. As soon as the church makes a decision, the prospective pastor should be notified. After the prospective pastor has been notified, other prospective candidates who have been involved in the process should be notified that they are no longer being considered.

When the new pastor arrives, the Pastor Search Committee and Deacons should help orient the pastor to the new congregation. Such a meeting can help make the new pastor's initial days effective, thus ensuring a long-term relationship.

Church Ushers Team

Principle Function

Ushers perform a unique ministry. Their duties are considered below:

1. Greet people before each worship service. Many people coming to church will have personal contact only with an usher. The kind of impression the usher makes often influences the visitor's attitude about the church. Ushers should be in their places at least 15 minutes before the worship service begins. They should greet and make persons feel welcome as they enter the worship area. Ushers should try to learn people's names so they may call them by name as they are welcomed to the services. A warm welcome will help create the right atmosphere for worship.
2. Seat people during the service. People should be seated when their entrance will not disturb the service. Give the church bulletin or other materials to the worshiper. Be aware of places to seat people.
3. Provide information to persons concerning the church. Ushers should be able to provide information about the church facilities such as rest rooms, the church office or telephones. Ushers should also be able to help people know the schedules for Sunday School, worship services and other ministry programs.
4. Ushers are responsible for receiving offerings. In most instances, ushers are responsible for receiving the offering. They should be thoroughly oriented in proper procedures for this part of worship. Every usher should know his area of responsibility.
5. Ushers should be sensitive to the people who are leading the service. They should be sensitive to the room temperature so people will be comfortable. If someone needs assistance, ushers should be ready and available to assist. People with special problems often venture into an auditorium. When these kinds of emergencies develop, ushers should know specific procedures for dealing with the situation.
6. Ushers should help maintain order.

Church Audio Services Team

Principle Function

In a church, a sophisticated sound system is maintained and operated by volunteers. Only persons with special knowledge and technical skills should operate a sound system. Therefore, using a rotation system for this committee is not recommended.

Responsibilities

1. Study and recommend the appropriate sound system.
2. Maintain and operate the system.
3. Record services for delivery to shut-in and homebound members.

Job Descriptions

Outside Grounds (Mowing)

1. mow at least once a week or use own judgment.
2. Weed eat all areas each time the grass is mowed.
3. Sidewalks and courtyard area (all cement areas) should be swept or blown off each time the grass is mowed or weed eating is done.
4. All areas should be kept neat and clean.

Custodian

1. Sweep and mop floors according to schedule, dust furniture and equipment and vacuum carpets as scheduled.
2. Maintain clean rest rooms. Replenish tissue and towels. Empty waste cans.
3. Purchase cleaning and maintenance supplies as needed.
4. Perform other duties as assigned by Deacons.