

October 19, 2008

Constitution and Bylaws
First Baptist Church
Levelland, Texas

CONSTITUTION
Preamble

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

I. Name

This body shall be known as the First Baptist Church of Levelland, TX, located at Houston and Avenue C in Levelland, Texas.

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 worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church which ministers unselfishly to persons in the community and the world in Jesus' name.

To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

October 19, 2008

III. Statement of Basic Beliefs

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. We voluntarily band 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. (See Article VII of the Bylaws.)

IV. Church Covenant

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and 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 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, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred 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 of and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly 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 to secure it without delay.

October 19, 2008

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.

V. Polity and Relationships

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Article I of the Bylaws.)

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

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 Baptist churches. Insofar as is practical, this church will cooperate with and support other entities on the associational, state, and national levels of like faith and belief.

BYLAWS

I. Church Membership

Section (1) General

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

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

Section (2) Candidacy

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

(1) By profession of faith and baptism according to the policies of this church.

October 19, 2008

- (2) By promise of a letter of recommendation from another Baptist church.
- (3) By a statement of prior conversion experience and believer's baptism when no letter is obtainable.
- (4) Persons may associate with this church through Watch Care. This is to recognize that while they are not Baptists, they are Christians and wish to associate with First Baptist Church. They will have the same rights and responsibilities as a member of the church with the exception that they may not vote in church elections.

Should there be any dissent as to any candidate, such dissent shall be referred to the deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths vote of those church members present and voting shall be required to elect such candidates to membership.

Section (3) Rights of Members

- (1) Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting. Those under Watch Care may not vote.
- (2) Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
- (3) Every member of the church may participate in the ordinances of the church as administered by the church.

Section (4) Termination of Membership

Membership shall be terminated in the following ways: (1) death of the member, (2) recommendation to another Baptist church, (3) exclusion by action of this church, or (4) erasure upon request or proof of membership in a church of another denomination.

Section (5) Discipline

October 19, 2008

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18:15-17. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by two-thirds vote of the church upon evidence of the excluded person's repentance and reformation.

II. Church Staff and Officers

All who serve as officers of the church shall be members of this church.

Section (1) Church Officers

The officers of this church shall be the pastor, the ministerial staff, a clerk, a treasurer, and trustees.

(1) The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The pastor is leader of pastoral ministries in the church. As such he works with the deacons and church staff to: (a) lead the church in the achievement of its mission, (b) proclaim the gospel to believers and unbelievers, and (c) care for the church's members and other persons in the community.

A pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

October 19, 2008

A pastor selection committee shall be elected by the church to seek out a nomination. The pastor selection committee shall be elected by the church. Nominations for the committee will be by secret ballot with each church member allowed to nominate three persons. From these nominations the twelve who receive the most votes, will, with permission, be placed on a ballot to be presented to the church. From that number the church will elect five members and two alternates. The five receiving the highest number of votes will serve as the committee and the next two will highest will be the alternates. The alternates will serve when one of the five members is unable to fulfill the responsibilities he or she was elected to do. Any church member has the privilege of making a recommendation to the pastor search committee.

The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, an affirmative vote of three fourths of those present being necessary for a choice. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of this church, and if so designated may serve as moderator in all business meetings in keeping with the rules of order authorized in these bylaws.

The pastor may relinquish the office as pastor by giving at least two weeks notice to the church at the time of resignation. The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the personnel committee and the deacons or by written petition signed by not less than one fourth of the resident church members. The moderator for this meeting shall be designated by the members present by majority vote, and he shall be someone other than the pastor. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

(2) The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members of whom the church requires

October 19, 2008

evidence of a personal call of God to minister shall be recommended to the church by the personnel committee and called by church action (see next paragraph). At the time of resignation at least two weeks' notice shall be given to the church. The church may vote to vacate such positions upon recommendation of the personnel committee, such termination being immediate and the compensation conditions being the same as for the pastor, except that the amount shall relate to the individual's compensation.

When a vacancy occurs a staff search committee shall be elected by the church. Depending on the position, the personnel committee will establish categories from various areas of ministry so that the committee will represent the areas the staff member oversees. The number of the search committee will be recommended by the personnel committee. Nominations for the committee will then be taken from the church for the areas of ministry. A secret ballot will be prepared for the church. The committee and two alternates will be elected. Alternates will serve if one of the members of the committee is unable to fulfill the responsibilities he or she has been elected to.

Non-ministerial staff members shall be employed as the church determines the need for their services. The church personnel committee shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.

(3) The church shall elect deacons as recommended by the deacon body at regular business meetings of the church. Nominations may be made to the deacon nominating and qualifying committee who will then consider the candidate and take the recommendation to the deacons. The deacons will recommend to the church.

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministries tasks of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.

(4) The church shall elect annually a clerk, nominated by the nominating committee, as its clerical officer. The clerk shall be responsible for keeping a

October 19, 2008

suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk shall be responsible for preparing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office when an office is maintained.

(5) The church shall elect annually a church treasurer, nominated by the nominating committee, as its financial officer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. The treasurer's report and records shall be audited annually by the finance committee.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.

(6) The church shall elect three or more trustees, nominated by the nominating committee, to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

III. Deacons

Section (1) Authority:

October 19, 2008

Accepting the New Testament as our guide to faith and practice, this church recognizes the scriptural and spiritual qualifications set out in Acts 6:1-7 and 1 Timothy 3:8-13 for the office of deacon.

Section (2) Selection:

(1) Deacons initially ordained at First Baptist Church in Levelland will be chosen as follows:

A nominating and qualifying committee appointed by the chairman of the deacons will, without publicity, look for candidates from our church to be ordained as deacons. These three members will themselves be deacons and will serve for three years on a rotating basis. They will bring a report to the deacons when needed as to possible candidates. These candidates will then be examined by the deacons and brought before the church if appropriate. The pastor will serve as an ex-officio member on the committee.

(2) Deacons joining FBC Levelland but ordained at another Baptist church will be interviewed by the nominating and qualifying committee, presented to the deacons and ultimately to the church for vote only after a six months "proving period".

Section (3) Duties:

One who accepts the position of deacon should expect to serve in (but not be limited by) the following:

- Participate in the witnessing and visitation program
- Regularly attend the preaching services
- Be willing to minister in times of crisis
- Provide pastoral counsel and referral as needed
- Maintain church fellowship
- Administer ordinances
- Become and remain informed about the life and work of the church
- Set a personal example of Christian living
- Interpret the work of the church to fellow church members and the community
- Encourage cooperative work between this and other churches
- Demonstrate an interest in the study of and guidance found in the

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Section (4) Deacon Committees:

Deacon committees are appointed by the deacon chairman each year for a term beginning July 1 and ending June 30. Committee chairmen are appointed by the deacon chairman. Committees are as follows:

(1) Finance Committee

The finance committee is made up of the chairman of the counting committee, the church treasurer, the chairman of the facility team, the media library director, the past deacon chairman, the deacon chairman, the deacon vice-chairman, the deacon secretary, and two at-large members appointed by the deacon chairman on a two year rotating term. They are responsible to review the financial statements of the church on a monthly basis, serve on the budget planning committee, and annually review the entire financial picture of the church. They make recommendations to the deacons of the church concerning finances and expenditures.

(2) Deacon/Special Person Committee

The deacon/special person committee is a five or more member committee appointed by the deacon chairman annually. The committee works to ensure ministry to the widows, widowers, and other elderly folks in need of a care giving ministry. The committee will work to ensure that everyone who needs this ministry is assigned a deacon, and that every deacon is assigned. The committee will also plan the annual Special Persons Banquet held every year in November.

(3) Lord's Supper Committee

The Lord's Supper committee prepares the Lord's Supper for the church any time the church observes this ordinance. They will also aid in the cleanup when the supper is completed.

(4) Nominating and Qualifying Committee

A nominating and qualifying committee appointed by the chairman of the deacons will, without publicity, look for men from our church to be ordained as deacons. These three members will themselves be deacons and will serve for three years on a rotating basis. They will bring a report to the deacons when needed as to possible candidates. These candidates will then be examined by the deacons and brought before the church if appropriate. The pastor will serve as an ex-officio member on the committee.

(5) Shepherds of the Month Committee

Six deacons are appointed to head a committee that functions to extend the ministry of the deacons and the church staff. The appointed deacons are to enlist help from all the men of the church as shepherds of the month. The shepherds of the month will visit hospitals, shut-ins, nursing homes, new comers, church visitors, and people just home from the hospital. They will patrol the halls on Sunday morning to ensure the safety of the people in the church and the church facilities. The six deacons appointed to head the group are appointed by the chairman of the deacons. Each group will serve twice each year for a month.

IV. CHURCH COMMITTEES, COUNCILS AND TEAMS

GENERAL

- (1) Committee terms will be for three years in rotating format. Rotation change in the committee will occur July 1.
- (2) Councils are elected by the church and serve as each council decides.
- (3) Team members serve on a voluntary basis and serve as long as they have an interest in the team.
- (4) These guidelines should be made available to church membership upon request.
- (5) Professional church staff will serve as ex-officio members of all church committees, councils and teams. They are in addition to the number on each committee and are nonvoting members.
- (6) Each committee should be set up on a rotating basis so that one-third of the committee is replaced each year.

October 19, 2008

- (7) These committee guidelines are guidelines to help the church do its work.
- (8) Committee, Council and team chairpersons will be elected by the entities except where specified.

COMMITTEES

BUDGET PLANNING COMMITTEE

The budget planning committee shall be composed of the current finance committee members, the Sunday School director, the director of the media library. Four members-at-large nominated by the committee on committees and elected by the church will serve on the committee on a rotating basis. The committee will also include a representative from the following committees and teams:

Transportation Team
Personnel Committee
Mission Team
Senior Adult Coordinating Council

The committee will select its chairperson at the first meeting who will present the budget to the church.

RESPONSIBILITIES:

- (1) Develop, recommend, and administrate the over-all plan of stewardship promotion and education for use throughout the year.
- (2) Provide budget planning information to all committees, teams and members.
- (3) Plan and recommend the annual budget and stewardship campaign.

COMMITTEE ON COMMITTEES

The committee on committees shall be composed of a minimum of nine members, both men and women. Selection of members each year will be done by the nominating committee and voted on by the church. One-third of the members will be replaced each year, retaining two-thirds of the members to conserve experience and provide continuity to the total church program.

RESPONSIBILITIES:

- (1) Select, enlist and recommend members for service on all committees with the exception of the Counting Committee, which is appointed by the Finance Committee.
- (2) Review the need for each committee each year.
- (3) Recommend to the church new guidelines for committee work as needed.
- (4) Make every possible effort to insure the functioning of all committees and members, and make recommendations to the church in this area as needed.
- (5) In selecting committee members, try to make each committee a good cross section of the church body, either by age or Sunday School departments, trying to involve as many different members of the church as possible.

COUNTING COMMITTEE

This committee shall be responsible for receiving, counting and depositing all money received by the church. No fewer than two members shall be present to count any receipts. This committee shall be appointed by the church treasurer and the finance committee and approved by the church members.

RESPONSIBILITIES:

- (1) Receive, count and deposit monies received by the church.
- (2) Oversee the secure handling of church funds.

NOMINATING COMMITTEE

The nominating committee shall be composed of a minimum of nine members, both men and women. Selection of members will be done each year by the committee on committees and voted on by the church. One-third of the members will be replaced each year retaining two-thirds of the members to conserve experience and provide continuity to the total church program.

RESPONSIBILITIES:

- (1) Select, interview, and enlist church program organization leaders and general church officers as needed through the year.

October 19, 2008

- (2) Approve volunteer workers before they are invited or recommended to the church for final approval, to serve in church-elected leadership positions.
- (3) Present volunteer workers to the church for election.
- (4) Assist in discovering volunteers and orienting them to the positions needed during the year as necessary.

PERSONNEL COMMITTEE

The personnel committee shall be composed of the deacon officers (chairman, vice-chairman, secretary, the immediate past deacon chairman), the facility team chairman, the church treasurer, and three "members-at-large" nominated by the committee on committees and elected by the church.

RESPONSIBILITIES:

- (1) Survey the need for additional ministering staff, church staff and employees each year.
- (2) Review and recommend adjustments of job descriptions and titles for all employed personnel, if necessary.
- (3) Recruit, investigate and recommend to the church new employees as needed, except those assigned to search committees. Church staff should be enlisted to advise in these situations.
- (4) Review, develop and recommend salary schedules and benefit plans for employees at least yearly.
- (5) Develop and recommend to the church, policies and procedures for employed personnel administration.
- (6) Attempt to develop and maintain the highest possible respect, esteem, and morale of staff members for one another and for the membership.

POLICY AND PROCEDURES COMMITTEE

The policy and procedures committee is composed of 9 members nominated by the committee on committees and approved by the church.

RESPONSIBILITIES:

- (1) Develop and propose policies for the use of all the buildings and property of the church

October 19, 2008

- (2) Review the policy periodically to see if it is meeting the needs of the buildings and the congregation
- (3) Consider requests for building and property usage that falls outside the guidelines of the church policy
- (4) Help the staff concerning building usage and policy

COUNCILS

MEDIA LIBRARY COUNCIL

The media library council shall be composed of the media library director and four other persons. The council will be recommended by the media library director and serve until they choose not to serve again.

RESPONSIBILITIES:

- (1) Determine, review, recommend, establish, and administrate media and library policies, rules, and regulations.
- (2) Select and train library personnel.
- (3) Analyze church organization and program needs with a view to providing such materials as to assist and support their programs.
- (4) Make selections of books, visual aids and other materials acceptable and helpful for use in the media library ministry.
- (5) Recommend budget, facility and equipment needs to appropriate committee.

SENIOR ADULT COORDINATING COUNCIL

The senior adult coordinating council shall be composed of a minimum of nine members. One-third of the council will rotate off each year with eligibility to be re-elected after one year. Each new member will be elected for a three-year term. This council shall elect its own chairman. The chair of this council shall sit on the budget planning committee. The council will be nominated by the senior adult coordinating council and elected by the church.

RESPONSIBILITIES:

- (1) To develop a working relationship between church staff and senior adults

October 19, 2008

- (2) To coordinate senior adults with the rest of the church program
- (3) To identify needs of senior adults.
- (4) To review and evaluate existing ministries to senior adults.
- (5) It shall be the responsibility of this council to recommend to the church the assignment of this area of ministry to a staff member.

YOUTH MINISTRY COUNCIL

The youth ministry council shall be composed of the minister to youth, the teachers from high school and junior high Sunday School, two students from 8th grade, 9th grade, 10th grade, 11th grade, and four from 12th grade, and four parents. The council will be recommended by the Minister to Students and elected by the church.

RESPONSIBILITIES:

- (1) The Minister to Students serves as the chairman of the youth council.
- (2) Work with the Minister to Students in guiding the youth program.
- (3) Assist with securing, supervising and sponsoring youth activities.
- (4) Coordinate the activities of our youth with the activities of our church, association, school and other outside functions that would provide spiritual growth and Christian fellowship.
- (5) In general, work with and for our youth in providing a wholesome program of activities that will help them to grow and develop into mature Christians.

TEAMS

BAPTISMAL TEAM

The baptismal team is composed of volunteers who are interested in helping baptismal candidates and the minister in preparation for baptism.

RESPONSIBILITIES:

- (1) Assist the pastor by helping to see that the candidates are notified, properly instructed and robed.

October 19, 2008

- (2) Maintain the dressing rooms, robes, towels, etc. in neat, clean, orderly, repaired, usable, and available conditions at all times.
- (3) Recommend the purchase and repair of robes to the budget planning committee each year as preparation is being done.
- (4) Assist in robing and dressing of candidate and minister.
- (5) Do everything possible to help the pastor to make the ordinance easy, worshipful, inspiring, meaningful and biblical for the candidate, the congregation, the lost and himself.

BEREAVEMENT TEAM

The bereavement team is composed of volunteers who will help with family funeral meals for families dealing with the loss of loved ones.

RESPONSIBILITIES:

- (1) To serve and furnish a meal to the family members of persons who have had a death in their family.
- (2) Enlisting as many others as deemed necessary to help feed, serve and clean up after the family.

DECORATING COMMITTEE

The decorating team is composed of volunteers who are interested in the decoration of the church building.

RESPONSIBILITIES:

- (1) Assist the church in procedures for securing, arranging, and disposing of flowers used in church services when necessary.
- (2) Help in the decoration of the church for special occasions such as Christmas.

FACILITIES TEAM

The facilities team is composed of volunteers who are interested in the planning, maintaining and working on church facilities.

RESPONSIBILITIES:

October 19, 2008

- (1) To assist the church in the planning and maintaining church facilities.
- (2) Make regular inspections of buildings and grounds with a view of locating a need for repairs or improvements.
- (3) Maintain an inventory of all-church equipment, tools and furnishing.
- (4) Recommend to personnel committee employment and training needs of maintenance personnel.
- (5) Develop and recommend policies and procedures about maintenance, use of buildings, properties and space.
- (6) Prepare recommendations for budget planning committee on all property with the advice of staff.
- (7) Assist other church committees in responsibilities relating to church property and space.

FELLOWSHIP TEAM

The fellowship team is composed of volunteers interested in helping with church fellowships and events. Volunteers will be divided into at least three teams who will rotate responsibilities.

RESPONSIBILITIES:

- (1) Shall make arrangements for procuring refreshments for church-wide fellowships.
- (2) Shall enlist as many church members to set up, serve and clean up as needed.

GREETER TEAM

The greeter team is composed of volunteers interested in welcoming and greeting worshippers on Sunday mornings before Sunday School and worship.

RESPONSIBILITIES:

- (1) Welcome all guests immediately upon arrival, projecting a spirit of warmth, friendliness and enthusiasm.
- (2) Secure the necessary information for proper classification and assignment.
- (3) Escort all guests to the proper area and introduce them.

GROUNDS TEAM

The grounds team is composed of volunteers interested in maintaining the yards and grounds of the church.

RESPONSIBILITIES:

- (1) To assist the church in planning and maintaining church grounds.
- (2) Make regular inspections of grounds with a view of locating needs for improvements.
- (3) Prepare recommendations for budget planning committee on all grounds with advice of the staff.

KITCHEN TEAM

The kitchen team is composed of volunteers interested in maintaining the church kitchen.

RESPONSIBILITIES:

- (1) Inventory all kitchen equipment and supplies.
- (2) Make recommendations to the church concerning inventories, equipment, supplies and the use thereof.

MISSION TEAM

The mission team is composed of volunteers interested in planning and promotion of mission enterprises of the church.

RESPONSIBILITIES:

- (1) The team shall seek mission opportunities for the church.
- (2) The team shall oversee any mission projects the church considers and pursues.
- (3) The team shall make recommendations concerning the spending of mission funds in the annual budget.

NURSERY TEAM

The nursery team is composed of volunteers interested in the church nursery.

RESPONSIBILITIES:

- (1) Recommend nursery policies for adoption by the church.
- (2) Help the church membership understand and become aware of such policies.
- (3) Consider and evaluate requests for nursery supplies and equipment, and make proposals for the budget planning purposes.
- (4) Strengthen parent and worker relationships.
- (5) Supervise cleanliness and care of nursery rooms and equipment.
- (6) Make recommendations to the staff concerning paid workers, hiring, credentials, conduct, etc.

RECREATION TEAM

The recreation team is composed of volunteers interested in the recreation ministry of the church.

RESPONSIBILITIES:

- (1) Inventory of all church recreational equipment.
- (2) Recommend amounts needed for repair, replacement and additional equipment needed to the budget planning committee.
- (3) Awareness of additional recreation needs such as softball teams, and submit requests for entry fees, uniforms or other equipment as deemed necessary for participation.
- (4) Plan and oversee the recreation activities in the Smallwood Activity Center.
- (5) Utilize the recreation volunteers to help in this ministry.

SOUND AND LIGHT TEAM

The sound and light team is composed of volunteers interested in assisting with the media, sound and lighting of the church particularly for worship services. The minister of music shall be the staff coordinator for this team.

RESPONSIBILITIES:

- (1) Shall make all arrangements for the use of sound and light equipment for each worship service.

October 19, 2008

- (2) Shall operate the sound console and the light panel for each worship service.
- (3) Shall operate the radio broadcast controls for morning worship service.
- (4) Shall operate the sound console and light panel for weddings, funerals and special services, if available, upon request by the staff coordinator of the team.
- (5) Shall operate the video equipment at morning worship services.
- (6) Shall make recommendations for needed repairs, replacement and new equipment purchases, as needed.
- (7) Shall enlist workers to work weddings in the auditorium.

TRANSPORTATION TEAM

The transportation team is composed of volunteers interested in helping with the transportation needs of the church and the maintenance of church vehicles.

RESPONSIBILITIES:

- (1) Administrate the transportation policy and operate the program within prescribed budget limits.
- (2) Analyze transportation needs of all programs and organizations of the church and recommend such purchases and provisions as may be necessary to meet them.
- (3) Maintain all transportation equipment belonging to the church.
- (4) See that adequate collision, liability and medical insurance are in force at all times.
- (5) Submit recommendations annually to the budget planning committee concerning transportation needs.

USHER TEAM

The usher team is composed of volunteers interested in ministering as ushers in worship services.

RESPONSIBILITIES:

- (1) Greet people at all worship services, welcome them and help seat them promptly and courteously.
- (2) Distribute programs and promotional materials.

October 19, 2008

- (3) Assist in the welcome and registration of visitors in all worship services.
- (4) Receive the offering.
- (5) Maintain comfortable temperature and ventilation at all periods of worship.
- (6) Maintain reverence by discouraging unnecessary movement and noise.

V. CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching; mission education, action, and support; music education, training, and performance; and youth education, outreach, and ministry. All organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

Section (1) The Sunday School

The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination.

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 minister of education.

Section (2) Woman's Ministry

The Woman's Ministry exists for the women of our church. The ministry shall organize opportunities for girls, young women and women for spiritual growth, fellowship and service.

Section (3) The Men's Ministry

October 19, 2008

The men's ministry exists for the men of the church. The ministry shall organize opportunities for boys, young men and men for spiritual growth, fellowship and service.

Section (4) Church Music

The church music organization, under the direction of the church-elected minister of music, shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community; and provide and interpret information regarding the work of the church and denomination.

The church music program shall have such officers and organization as the program requires.

Section (5) Church Youth Program

The church youth program shall be under the direction of the church elected minister to youth. The ministry shall include youth education, outreach, and ministry. The task of the youth minister shall be to reach young people, disciple them, and include them in fellowship activities, mission endeavors, worship experiences, and the church at large.

Section (6) Church Children's Program

The church children's program shall be under the direction of the church elected minister to children. The ministry shall include Christian education, outreach, mission education and ministry. The task of the minister to children shall be to reach children, disciple them and include them in fellowship activities, mission endeavors, worship experiences, and the church at large.

VI. CHURCH PROGRAM SERVICES

The church shall maintain media library services and recreation services for the purpose of enriching and extending the ministries and programs of the church.

Section (1) The Church Media Library

The church media library will serve as the resource center of the church. It shall be the duty of the media library director and staff to work with all church organizations and committees in determining the various literature and visual aids needed to carry out their functions and duties in the church. The church media library staff will also provide consultation to church leaders and members in the use of printed and audiovisual resources. The media library director shall be elected by the church and will sit on the church budget planning committee. The media library staff shall consist of the media library director and as many personnel as deemed necessary by the director to carry out the functions and duties of the media library.

Section (2) The Church Recreation Services

The church recreation service will seek to meet the recreational needs of members and groups. Its personnel will provide recreation activities, consultation, leadership assistance and resources.

VII. CHURCH ORDINANCES

Section (1) Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

(1) Baptism shall be by immersion in water.

(2) The pastor, or whomever the church shall authorize, shall administer baptism. The baptismal committee shall assist in the preparation for, and the observance of baptism.

(3) Baptism shall be administered as an act of worship during any worship service of the church.

(4) A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or staff or deacons. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism.

Section (2) The Lord's Supper

The church shall observe the Lord's Supper quarterly, unless otherwise scheduled by the church. The pastor and deacons shall administer the Lord's Supper, the deacons being responsible for the physical preparations. All Christians are welcomed at the observance of the Lord's Supper.

VIII. CHURCH MEETINGS

Section (1) Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor shall direct the services for all the church members and for all others who may choose to attend.

Section (2) Special Services

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

Section (3) Regular Business Meetings

The church shall hold regular business meetings monthly on the fourth Sunday night of each month unless other calendar arrangements must be made. Changes may be made in consultation with the staff and the deacons.

Section (4) Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting.

Section (5) Quorum

October 19, 2008

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

Section (6) Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

IX. CHURCH FINANCES

Section (1) Budget

The budget planning committee shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. The proposed budget shall be presented to the church with approval for the budget to be voted on no later than the last day of October. Offering envelopes will be provided for members' use.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts.

Section (2) Accounting Procedures

All funds or other donations received for any and all purposes shall pass through the hands of the church treasurer, or financial secretary, and be properly recorded on the books of the church.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the finance committee.

Section (3) Fiscal Year

The church fiscal year shall run concurrently with the church year, which begins on January 1 and ends on December 31.

Section (4) Counting Committee

This committee shall be responsible for receiving, counting, and depositing all money received by the church. No fewer than two members shall be present to

October 19, 2008

count any receipts. This committee shall be appointed by the church treasurer and the finance committee and approved by the church members.

X. AMMENDMENTS

Changes in the constitution and bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting.

Amendments to the constitution shall be by two-thirds vote of church members present. Amendments to the bylaws shall have a concurrence of a majority of the members present and voting.