

# **LAKESHORE BAPTIST CHURCH**

## **Constitution and By-Laws**

### **Constitution**

#### **Article I. Name**

**Section I** – The name of the body shall be called Lakeshore Baptist Church

#### **Article II. Affiliation**

This church shall be affiliated with the Southern Baptist Convention and its respective state and regional associational organizations. The government of the church is vested in the body of believers who compose it. It is subject to the control of no other church body, but it recognizes and supports the obligation of mutual beliefs and cooperation which is common among Southern Baptist churches.

#### **Article III. Purpose**

The purpose of this body under the direction of the Holy Spirit shall be (a) to carry out the great commission of the Lord Jesus Christ as recorded in Matthew 28:19-20; Mark 16:15; and Acts 1:8, (b) to preach the truth of God in love as revealed in the whole Bible, and (c) to develop Christian fellowship among the saints and their growth in the grace and knowledge of Christ.

#### **Article IV. Statement of Faith**

We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 1963 and as revised by the addition/adoption of article XVII by the Southern Baptist Convention on June 9, 1998 and the revision of 2000. We are personally committed to sharing the Good News of the Gospel to the world. The ordinances of the church are Baptism and the Lord’s Supper.

#### **Article V. Amendments**

This constitution may be amended at any business meeting of the church by a two-thirds vote of the members present, provided that the proposed change shall have been presented in writing or electronic communication (e-mail) to

the membership four weeks and announced at four consecutive Sunday morning worship services immediately prior to the business meeting in which the amendment is to be considered.

## **By Laws**

### **Article 1. Operating documents and Amendment**

#### **Section 1. Church operating documents**

The operating documents of Lakeshore Baptist Church shall be the Constitution, the doctrinal statements adopted by the Southern Baptist Convention as referenced in the Constitution, these By-laws, and other documents as determined by the Lakeshore Baptist Church Elder Board.

#### **Section 2. Amendment of the By-laws**

These By-laws may be amended at any business meeting of the church by a simple majority (50% plus 1) of the members physically present, provided that the proposed change shall have been presented in writing or electronic communication (e-mail) to the membership four weeks prior to the business meeting, and announced at the four consecutive Sunday morning services leading up to the meeting in which the amendment is to be considered. No voting by absentee ballot is permitted.

## **Article 2. Membership**

### **Section I. Qualifications**

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 the conditions of such membership, and the Elder Board shall determine whether conditions of membership have been met.

A. Official Members of Lakeshore Baptist Church: Persons that have satisfied the conditions of membership as determined by the Elder Board shall be known as “Members” of Lakeshore Baptist Church.

Conditions to become a member shall be determined on the basis of:

1. Agreement with Lakeshore Baptist Church's Constitution, By-laws, and other operating documents: and

2. Profession of faith and Baptism by immersion according to the policies of this church: or

3. A letter of recommendation from another Baptist church: or

4. A statement of prior conversion experience and Baptism by immersion in a church of like faith and order. Said statement to be in the form of a letter from the Pastor of the other church.

B. Attendees of Lakeshore Baptist Church: Persons attending Lakeshore Baptist Church that are not official members will be referred to as "Attendees." Attendees do not have any of the rights that Members do, including but not limited to, the right to vote on any church matter.

## **Section II. New Member Orientation**

New members of this church are expected to participate in the church's new member orientation as determined by the Elder board.

## **Section III. Rights of Members**

1. Only Members of the church 18 years of age or older are entitled to vote at all elections and on all questions submitted to the church, provided the member is present. No voting by absentee ballot is permitted.

2. Only members of the church 18 years of age and older are eligible for consideration by the membership as candidates for elective

offices or committees in the church. There will be an duration of membership required before consideration will be given to a Member wishing to be considered as a candidate for elected office or committee. This will be determined by the Elder board based on the position or committee.

#### **Section IV. Dismissal of Membership**

Membership of an individual shall be dismissed by any of the following:

1. Death
2. Request for membership in another church
3. An individual's written request
4. Actions of the church in matters of discipline
5. Lapse in attendance of any church activity for one calendar year.

The Elder board shall be solely responsible for the administration of this section.

#### **Section V. Discipline**

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 and other church leaders 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 that would cause a member to become a liability to the general welfare of the church, the Elders will take every reasonable measure to resolve the problem in accordance with Matthew 18.

To protect the individual privacy of all church members, the determination whether to exclude a member and to declare a person to be no longer in the membership of the church shall reside solely with the Elder Board. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. The Elder Board may restore to membership any person previously excluded upon request of the excluded person, and shall consider evidence of the person's repentance and reformation.

#### **Article 3. Elders and Elder Board**

## **Section 1. Elder Board:**

1. The Elder Board shall consist of up to five (5) Members based on an active Membership roll of up to 125 people. The Senior Pastor, Associate Pastor, and the Youth pastor, shall automatically be Members of the Elder Board.

2. In addition to the above stated three (3) persons, the church membership shall elect up to two (2) additional Members as Elders to be on the Elder Board, said candidates which shall be first nominated by the Elder Board. The candidates will then be presented to the Ministry Leadership team for discussion. If the Ministry Leadership team is in agreement the candidate will then be presented to the church for a vote. A simple majority vote (50% plus 1) is required. In the selection of elders, the church shall be guided by the scriptural qualifications as outlined in 1 Timothy 3.

3. The Elder Board shall be chaired by the Senior Pastor.

## **Section 2. Duties of the Elder Board:**

The Elder Board shall lead the church under the Lordship of Jesus Christ. The Board will seek input and guidance from the Ministry Leadership team as well as the Membership. The Board will always seek the guidance of the Holy Spirit as it carries out the various duties set forth in this document. The overall health and well being of the church body will always take highest priority as the board seeks to bring maximum glory to the head of the church, Jesus Christ.

The Elder Board shall have the following duties:

1. Assist the Senior Pastor with the leadership of, and service to, the congregation. Elders shall assist the Pastor in the preparation and distribution of the Lord's Supper, as well as the Ordinance of Baptism.

2. In the event that the church is without a Pastor or the Pastor is incapacitated, it shall be the duty of the Elders to see that the Pulpit is

supplied and that the regular program of church is accomplished. In the event that the Pastor is no longer able to fulfill his duties, the elders shall report this fact to the church and recommend a plan for obtaining and directing the work of the interim.

3. Be diligent in their attendance and participation in the full scope of the church.

4. Develop a “Church Operations Manual” to include church policies and procedures, and organizational charts depicting lines of responsibility in the administration of the church. The manual shall be kept in the church office and be made available for use by any member of the church. The Elder Board shall review the manual annually to make sure it is in step with the day to day operation of the church, recommending any changes deemed appropriate for the church to consider. Any church member or ministry may suggest changes to the manual.

5. Nominate members to all Ministry leadership positions and committees:

a. In doing so, it will be the responsibility of the Elder Board to consult with each church ministry for suggestions.

b. Shall select replacement officers needed because of vacancies during the year.

6. Act as custodians of all church property and take necessary measures for it’s protection and management.

7. As part of the church operations manual develop a policy for use of the church property.

8. Recommend and maintain adequate insurance coverage for the personnel, property, and physical plant.

### **Section 3. Elders:**

## **1. Qualifications of Elders**

1. Elder's qualifications are those found in 1 Timothy 3. Elders must be ordained by the church or by a church of like faith and order upon written proof.

2. No one shall be elected an Elder who has not been a member of the church in good standing for at least a year.

## **2. Vacancy of Elders**

Shall it become necessary to fill a vacancy on the Elder Board, the Elder Board will present a candidate to the Ministry Leadership Team who will vote whether or not to present the candidate to the church for a vote. A majority vote (50% plus 1) will be required.

## **Article 4. Church Officers**

### **Section 1. General**

There shall be up to ten (10) officers of the church and they are: Senior Pastor, Associate pastor, Youth Pastor, up to two (2) Elders, three (3) trustees, Assistant Treasurer, Secretary, and Treasurer.

Their duties shall be common to the offices according to these By-laws.

### **Section 2. Senior Pastor**

#### **A. Qualifications of the Senior Pastor**

The pastor shall be a duly licensed and ordained Southern Baptist minister of the Gospel. The pastor will be guided by the Scriptural qualifications outlined in I Timothy 3:1-7. He shall subscribe to the Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963 and as revised by the addition/adoption of Article XVII by the Southern Baptist Convention on June 9, 1998 and the revision of 2000.

## **B. Duties of the Senior Pastor**

1. Be responsible for the ministry of God's Word, the conduct of worship services, administration of the ordinances, have special watch care over all affairs of the church, and have a general overview of the spiritual welfare of the membership.

2. The Senior Pastor is required to prepare at least three (3) sermons every month. On the off Sunday a rotation, determined by the Senior Pastor, from the Elder Board shall fill the pulpit. It is also at the discretion of the Senior Pastor to have a guest Pastor fill the Pulpit on any given Sunday.

3. Serve as ex-officio member of all committees, auxiliaries, and organizations of the church.

4. Recommend and propose to the church, through its committees and elected leaders, programs of evangelism, education, Christian ministry, and services in harmony with the mission and purpose of the church.

5. At such time as the church employs additional paid staff members, the Elder Board will present candidates to the Ministry Leadership Team for approval. If approved, the candidate will be presented to the church for approval. A majority vote (50% plus 1) is required. The Elder Board shall outline, define and, supervise their areas of work.

6. Secure evangelists and speakers for special meetings.

7. Attend the Southern Baptist Convention annual meeting and the State Convention annual meeting at the church expense unless providentially hindered or the church is financially unable.

8. Attend other training or retreats deemed appropriate at the churches expense, with a majority approval (50% plus one) of the Ministry Leadership Team unless providentially hindered or the church is financially unable.

9. Serve as moderator of all church business meetings. In the absence



of the Senior Pastor the Elder board will choose a moderator.

**C. Implied powers and Exigent Circumstances**

1. Implied Powers: The Senior pastor is ultimately responsible for overseeing every aspect of the ministry and operations of lakeshore Baptist Church, and as such, has the implied powers and authorities to fully and properly discharge his duties, in addition to the specific powers and authorities as stated in these By-laws. These implied powers and authority that the Senior Pastor possesses include, but not necessarily limited to, compliance with New York State law, Federal law, other government or regulatory agencies, legal matters, and ensure compliance with all insurance company requirements and duties.

2. Exigent Circumstances: Circumstances or events may occur that require immediate action by the Senior Pastor, without the opportunity to consult with other members, the Elder Board, or the Ministry leadership Team, and the Senior Pastor shall have the power and authority to address or resolve these issues. An example of an Exigent circumstance is a significant plumbing emergency at 2:00AM, where a plumber needs to be immediately called and contracted with to resolve an issue that, if not taken care of immediately, could result in large damage or cost to lakeshore baptist Church.

3. Regarding issues stated above in paragraphs 1 and 2, the Senior Pastor shall have the power and authority, at his sole discretion, to enter into contracts with third party parties, and otherwise, expend church monies to achieve the desired result. The Senior pastor shall use these implied powers and authorities rarely and in the spirit that these implied powers and authorities are granted and intended, to be limited in number, nature, and scope, recognizing that Lakeshore Baptist Church monies are to fulfill God's purpose, and therefore to be well tended.

4. The Ministry leadership Team will honor any contract entered into, or payments of monies required, to fulfill the purposes of this section.

**D. Term of office**

1. The Senior Pastor shall serve until the relationship with the church is broken by his resignation or death.

2. Services of the Senior Pastor may be terminated by the church, after efforts to reconcile differences have been exhausted, and shall require a three-fourths vote of members present at a Special Meeting called for that purpose. No voting by absentee ballot shall be permitted. Such termination is effective only after written notice is given to the Pastor with no less than thirty days severance pay.

3. The Senior Pastor must give no less than thirty days notice prior to his resignation.

### **Section 3. Associate Pastor**

The Associate Pastor position is to be filled at the direction of the Senior Pastor; it is not a required position, and as such is not required to be filled. The Associate pastor serves as an assistant to the Senior Pastor.

#### **A. Qualifications of the Associate Pastor**

1. The Associate Pastor shall be a duly licensed and ordained Southern Baptist minister of the Gospel. The Associate Pastor will be guided by the scriptural qualifications outlined in 1 Timothy 3:1-7. He shall subscribe to the Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963 and as revised by the addition / adoption of Article XVII by the Southern Baptist Convention on June 9th, 1998 and the revision of 2000, or any subsequent revision.

2. Candidates for Associate Pastor must be members of lakeshore Baptist Church in good standing for a minimum of one year or hired from outside upon a reference from the BCNY or CNYBA or other Pastor before being considered for the position of Associate Pastor.

#### **B. Duties of the Associate Pastor**

1. Provide council and guidance to the Senior Pastor, and assist with the pastoral duties as needed.

2. In the event of an unplanned or temporary absence of the Senior Pastor, assume pastoral duties as necessary to ensure that regular church services, programs, functions, and duties are accomplished.

3. In the event of the death, resignation, or long-term absence of the Senior Pastor, the Associate pastor shall temporarily become the “Acting Pastor” until such time as a new Senior Pastor is elected by the church membership.

**C. Appointment and dismissal of the Associate Pastor**

1. Appointment: If the Senior Pastor chooses to fill the position of Associate pastor, he will select a candidate according to the qualifications as outlined in this Article. This candidate will then be presented to the Ministry leadership Team for a vote. A three-fourths majority vote is required for approval. The candidate will then be presented to the church for a vote at a specially called business meeting. A majority decision (50% plus 1) is required. No voting by absentee ballot is allowed.

2. Dismissal: To prevent disunity in the church and a schism from occurring within the church body due to an issue or dispute between the Senior Pastor and the Associate Pastor, the Associate Pastor shall serve at the pleasure of the Senior Pastor, and the Associate pastor can be terminated at any time by the Senior Pastor, for any reason, for cause, or without cause. If the Senior Pastor terminated the Associate Pastor, the Senior Pastor shall notify the Associate Pastor and the Ministry Leadership Team of this termination in writing.

**Section 4. Youth Pastor**

The Youth Pastor position is to be filled at the direction of the Senior Pastor; it is not a required position, and does not have to be filled. “Youth” at Lakeshore Baptist Church is defined as those children between 7th grade and 12th grade. The Youth Pastor serves as a pastoral figure for the Youth of the

church.

**A. Qualifications of the Youth Pastor**

1. The Youth Pastor shall be a duly licensed and ordained Southern Baptist minister of the Gospel. The Youth Pastor shall be guided by the scriptural qualifications outlined in 1 Timothy 3:1-7. He shall subscribe to the Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963 and as revised by the addition / adoption of Article XVII by the Southern Baptist Convention on June 9th, 1998 and the revision of 2000, or any subsequent revision.

**B. Duties of the Youth Pastor**

1. Provide council and guidance to the Youth of the church.

2. Provide Sunday school education for the Youth of the church. Other leaders within the Youth group can also teach Sunday school at the discretion of the Youth Pastor.

3. The Youth Pastor will facilitate weekly “Wave” events at Lakeshore Baptist Church or other agreed upon venues. Other church members may be enlisted to help at the Youth Pastor’s discretion.

4. Fill the pulpit bi-monthly as scheduled by the Senior Pastor.

5. Attend weekly Elder Board meetings to participate in the oversight of the church.

6. As time allows, work on minor maintenance, and capital projects at the church as the Senior Pastor, and or the building and grounds team deems appropriate.

7. Help to facilitate a process to make disciples out of the kids coming up through the Youth group and encourage the older kids to start making disciples out of the younger ones.

8. Come up with a plan to get the kids actively involved in serving the community and sharing the Gospel through that service.

**C. Appointment and dismissal of the Youth Pastor**

1. Appointment: If the Senior Pastor chooses to fill the position of Youth Pastor, he will select a candidate according to the qualifications outlined in this Article. This candidate will then be presented at a meeting of the Ministry Leadership Team to be voted upon. A majority vote (50% plus 1) is required. If approved by the MLT the candidate will then be presented to the church for a vote at a specially called business meeting. To be approved the candidate must receive a majority vote, (50% plus 1). No absentee voting will be allowed.

2. Dismissal: To prevent disunity in the church and a schism from occurring within the church body due to an issue or dispute between the Senior Pastor and the Youth Pastor, the Youth Pastor shall serve at the pleasure of the Senior Pastor, and the Youth pastor can be terminated at any time by the Senior Pastor, for any reason, for cause, or without cause. If the Senior Pastor terminated the Youth Pastor, the Senior Pastor shall notify the Youth Pastor and the Ministry Leadership Team of this termination in writing.

**Section 5. Trustees**

The church shall elect three (3) Trustees to serve as legal officers for the church. Trustees shall serve on a rotation basis with a new Trustee being elected each year.

The powers of the Trustees are limited to those duties that are required by New York State and Federal law, including but not necessarily limited to the following:

1. They are the only legal Trustees of the church corporation and, as such, shall perform all duties set forth under the religious corporation law of the State of New York.

2. They shall be empowered to execute all legal or other documents and take such actions as may be required by law or directed by the church, and in such matters, a simple majority of the duly elected trustees shall be empowered to act on behalf of the church.

3. The Trustees will have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the membership as recommended by the Elder Board, and the Ministry Leadership Team.

4. The trustees will maintain a current inventory of all church property.

#### **Section 6. Secretary**

The church shall elect annually a Secretary as its clerical officer. The Secretary shall be responsible for keeping accurate written records of all business meetings, requesting or sending church letters as instructed by the church, receiving and reporting the annual church profile, maintaining a record of church members, and any other correspondence that the church directs. All church records are church property and shall be kept in the church office.

#### **Section 7. Treasurer**

The Church shall elect annually a church treasurer as its financial officer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of Reimbursement forms approved and in line with the budget, all budgeted funds 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 at each regular business meeting an itemized report of the receipts and disbursements of the preceding months. The treasurer's report and records shall be audited annually by an Auditing Committee or Public Accountant. All church records are church property and shall be kept in the church office.

#### **Section 8. Assistant Treasurer**

The Assistant Treasurer will perform the duties of the Treasurer in his/her absence. In addition, the Assistant Treasurer will assist the Treasurer in his/her duties as requested by the treasurer, Ministry Leadership Team, or the Elder Board.

### **Section 9. Financial Secretary**

The Financial Secretary will serve the church as follows:

1. Counters will collect church offerings and special offerings, receipts, and other evidences of money received and provide a summary of receipts to the Financial Secretary.
2. The Financial Secretary will draft a deposit slip and deposit the moneys at the banking institution (or see that they are deposited by an LBC approved individual).
- 3.. The Financial Secretary will give the treasurer the deposit slip and summary of receipts.

## **Article D. Committees**

### **Section 1: Standing Committees**

**The Standing Committees of the church shall be the:**

A. The **Financial Stewardship Committee** shall consist of the Elder Board, the treasurer, the assistant treasurer, and the Discipleship Director.

The duties of this committee are as follows:

1. Work with the Senior Pastor to present, develop, and pursue an overall stewardship development plan.
2. Create a yearly unified church budget to propose to the Ministry Leadership Team for approval The churches fiscal year shall begin on

January 1st and end on December 31st.

3. As necessary, advise and recommend the administration of special gifts of church members using sound principles of financial management.

4. Any proposal which involves a continuous financial obligation on the church will be referred to this committee for recommendation.

5. The committee will also be responsible for ensuring that the offerings are counted after each service. No less than two (2) people will be assigned this task. A written record will be maintained for each offering.

### **B. Church Building & Grounds Committee**

This committee shall consist of the Senior Pastor and such other members of the church which are selected by the elder Board and approved by the Ministry Leadership Team.

The duties of the committee are as follows:

1. Maintain property ready for use.
2. Maintain the upkeep of the grounds and Physical Building.
3. Maintain an inventory of all church property.

4. The Building and Grounds Committee will have the right to spend up to \$250 for a singular purpose without prior approval from the Ministry leadership Team. Any amount above that sum will require approval from the Ministry leadership Team.

### **Section 2. Ad Hoc Committee**

All committees of this nature shall be nominated by the Elder Board and elected at a church business meeting. These committees are temporary with a definite assignment, whose work is completed when the assignment is complete and accepted by the church.



## **1. Pastor Search Committee**

In the event that the church is without a pastor, a Pastor Search Committee will be selected by the Elder Board and approved by the Ministry Leadership Team by a three fourths majority. The Committee shall consist of two (2) Elders, one being the Associate Pastor, two members of the Ministry Leadership Team, and one at large member of the church in good standing for at least one year. This committee shall prayerfully Consider and recommend candidates to the church. The committee shall present only one candidate at a time to the church. As necessary, assistance should be requested from the state and associational officers concerning the qualifications and past record of the candidate. Candidates shall be submitted to the church for consideration only after a minimum three-fourths majority vote is received from the committee.

1. Candidates for pastor shall be presented to the church after full consideration as the moral, theological, ethical fitness and personal relationships have been considered.

2. An open and frank exchange of expectations of the church and the candidate has occurred.

3. Interview with spouse and or other family members have been satisfactory.

4. The pastor's stewardship, business relationships, and credit rating including background check have been determined.

5. A good faith determination that is within the will of God and the part of both the candidate and the search committee.

6. A visit by the candidate has taken place giving adequate time in a public (church) setting for dialogue and a trial sermon has been heard.

7. The church shall then, in called business meeting, act on the candidate.

8. A three fourths majority positive vote is required to call a pastor.

9. The candidate shall be notified immediately of the decision.

10. The candidate shall have no more than one week to accept the call.

## **Article E. Meetings**

### **Section 1. Worship Services**

Regular meetings for worship shall be held every Sunday morning and at any time as the church may desire. The Senior Pastor may under unusual circumstances, cancel or reschedule a service.

### **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 twice a year, one in January, and one in September. If it becomes necessary to postpone a regular business meeting because of weather or other circumstances, the moderator (Senior pastor) will reschedule the meeting. All meetings will be conducted by the moderator. A quorum of twenty five (25) percent of active membership is required for the transaction of business. Business meetings should be announced at least one month prior to the meeting. Each officer, ministry, and committee shall give a report to the church at this time. An electronically generated report shall be sent to the clerk by each of these ministry entities prior to the date of the business meeting.

### **Section 4. Special Business Meeting**

The moderator (Senior Pastor) shall have the authority to call a special business meeting to consider urgent business, in which case the membership shall be notified at the worship service preceding the meeting, stating the nature of the business to be considered. One letter, or card, or e-mail to a family shall be deemed sufficient notice. No business shall be transacted other than that stated in the notice. A special business meeting shall be held only in connection with a regular Sunday morning worship service. The procedures will be the same as a regular meeting.

### **Section 5. Parliamentary Rules**

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

### **Section 6. Elder Board Meetings**

The Elder Board shall meet every Saturday morning to facilitate the smooth operation of the church.

### **Section 7. Ministry Leadership Team**

The Ministry leadership team shall meet at least Quarterly after such time that the Elder Board deems things are running smoothly. The elder Board reserves the right to meet with the Ministry leadership Team on a monthly basis as it deems necessary.

### **Section 8. Ministry and Committee meetings**

The Ministry Leaders shall determine how often to meet with it's respective team. The Senior Pastor shall meet once a month with each Ministry Leader to go over and assess each Ministries MAP (Ministry Action Plan).

## **Article F. Organizations**

### **Section 1. General**

The church shall maintain programs of Bible Teaching; church member

training; church leader training; new member orientation; mission education, action, and support; and music education, training, 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 the 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. The Senior Pastor is ex-officio member of all organizations.

All Ministries or Committees shall have a director or Chairperson, who will be appointed by the Elder Board and approved by the church at the business meeting in January. Once the Ministry Leadership Team is in place individual vacancies will be filled by the Elder Board and approved by the Ministry Leadership Team by a simple majority (50% plus 1). The Ministry Directors and Committee Chairpersons appointed shall be in charge of and responsible for their respective Ministry or Committee, including filling open positions within the Ministry or committee, and ensuring it's continued movement to connecting, building, and serving in love, with the ultimate mission of disciples making disciples.

## **Section 2. 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 people 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 Sunday school director.

## **Section 3. Discipleship Training**

Discipleship Training, under the direction of the Elder Board, shall be accomplished in this church by means of special training classes and activities offered at the church building or in members' homes. In addition, church members will be encouraged to take advantage of training opportunities offered outside the local church by the denomination or by

other reputable source. The church will attempt to assist members with costs incurred for such training with consideration to the need of the individual and the availability of church resources.

#### **Section 4. Women's Ministry**

The Women's Ministry, under the direction of the Women's Ministry Director will strive to evangelize, assimilate, disciple, and engage in Christian service as many women as possible. This will be accomplished through Bible and discipleship training classes within and outside the local church; fellowship and service activities; and evangelism, outreach, and mission programs to the community and the world.

#### **Section 5. Men's Ministry**

The Men's Ministry, under the direction of the Men's Ministry Director, will strive to evangelize, assimilate, disciple, and engage in Christian service as many men as possible. This will be accomplished through Bible and discipleship training classes within and outside the local church, fellowship and service activities; and evangelism, outreach, and mission programs to the community and the world.

#### **Section 6. Music Ministry**

The Music Ministry, under the direction of the Worship leader, shall be the music education, music training, and music ministry organization of the church. Its tasks shall be to teach music, train people to lead, sing, and play music; provide the music in the church and community; lead God's people in musical worship of the true and the living God, and provide and interpret regarding the work of the church and denomination with regard to music.

#### **Section 7. Ministry Leadership Team**

This group made up of the directors of all the ministries in the church shall meet at least on a quarterly basis to encourage each other, coordinate activities and resources, and to deal with the everyday operation of the ministries of the church.

## **Section 8. Missions Ministry**

The Missions Ministry of the church will seek to educate all age groups regarding the worldwide scope of the local church's responsibility to fulfill the Great Commission of Christ, and will plan and encourage participation in mission service trips locally and to the ends of the earth as God directs and provides.

## **Section 9. Evangelism and Outreach Ministry**

The Evangelism and Outreach Ministry, under the direction of its director, will work closely with the other Ministries in the church to help coordinate and facilitate different local service and outreach opportunities within and without the church.

## **Section 10. Child Protection Committee**

This committee will consist of the Children's Ministry director, and one other church member in good standing. This committee will make sure everyone who volunteers, or serves at any church activity involving anyone under the age of 18 shall have a background check done and kept on file in a locked file cabinet in the Senior Pastor's office. An annual review of the files will be done to make sure the church is in compliance as per our insurance policy.

## **Section 11. Church Operations Manual**

The Elder Board shall develop a church operations manual to include church policies and procedures and organizational charts depicting lines of responsibility in the administration of the church. The manual shall be kept in the church office and made available for use by any member of the church. The church secretary (clerk if no secretary) shall maintain the manual. The Elders shall review the manual at least annually, recommending any changes deemed appropriate for the church to consider. Any church member or church organization may suggest changes in the manual.

## **Section 12. Other Miscellaneous Ministries or Committees**

The Elder Board shall have the authority to create new Ministries or Committees as benefits the church, and to appoint people to chair and serve on these committees. The Ministry Leadership Team would have to approve these Ministries and Committees with a simple majority vote (50% plus 1).