

<b>Hope Fellowship Church</b>	
<b>Policy and Procedures</b>	
<a href="#"><u>TOC</u></a>	
<b>Number:</b> CB-001	<b>Title:</b> HFC Constitution and By-Laws
<b>Date Established:</b> 1988	<b>Responsible for Maintenance and Updating:</b> Membership thru Advisory Board
<b>Last Reviewed:</b> Revised July 2019 with Membership Approval	

# HFC CONSTITUTION

**1.0 NAME** - The name of this Church shall be Hope Fellowship Baptist Church of Kansas City, Missouri. [TOC](#)

**2.0 PURPOSE** - The purpose of this Church shall be to glorify God. We shall do this by helping the lost come to know Jesus Christ as their Savior, helping believers worship God and grow in their Christian faith so that it is demonstrated through consistent Christian living, and by helping to meet human needs. [TOC](#)

**3.0 AFFILIATION** - The Church is affiliated with the Southwestern Association and with the North American Baptist Conference, Inc., Oakbrook Terrace, Illinois, and shall support their mission and ministry in spreading the gospel. [TOC](#)

**4.0 MEMBERSHIP** - The membership of this Church shall consist of persons who have given a public profession of their faith in the Lord Jesus Christ, who have been baptized by immersion as believers, who are in agreement with the Church's Statement of Beliefs, and who have been received into its membership. [TOC](#)

**4.1 Purpose** - Church membership is a way for believers to openly express their commitment, not to an institution, but to the local body of fellow believers with whom they have chosen to worship, fellowship, and serve.

**4.2 Procedure** - Prospective members shall be recommended to this Church after having completed Membership Classes, having given testimony to their conversion and views of Christian faith and practice to the Pastor and the Board of Deacons, and having been baptized by immersion.

Upon recommendation, the prospective members shall express their commitment to Christ and accept congregational affirmation at a business meeting. They shall be added to the Church membership roll after being extended the right hand of fellowship on behalf of the Church.

**4.3 Duties** - Members are expected to faithfully live in accordance with the teachings of scripture; to faithfully attend the services of the Church; to regularly pray for the ministry of the Church; to financially support its ministry through faithful giving; and to give of themselves, their talents, and their time in active service for the work of God's Kingdom.

**4.4 Membership Changes** - A person's name will be removed from the membership roll as follows: [TOC](#)

- By death
- By vote of the congregation upon request of the member
- By vote of the congregation upon the member joining another church
- As the final result of discipline (see section 4.6)
- As the final result of being an inactive or non-resident member (see section 4.5)

**4.5 Inactive and Non-resident Membership** - If a member has been absent from the church services for a period of six (6) months without showing any interest by communication with the Church, the Deacons shall make a personal contact to determine the cause. If, after a period of 90 days from that contact no interest is expressed, the member shall be placed on the Inactive List by action of the Board of Deacons. Members placed on the Inactive Membership List shall be notified by official correspondence of this action. This decision shall also be reported to the church membership at a regular business meeting. Inactive membership shall be retained for a period of not more than one (1) year. Inactive members shall not be allowed to vote or hold office until restored to active membership. If no action is taken by the individual within the year to restore his active status, removal from membership shall be recommended to the congregation by the Deacons.

Members moving out of the ministry area of the Church will be expected to transfer their membership to another church of like faith as soon as feasible. If a non-resident member has not transferred his membership within one (1) year after moving from the area, the Deacons shall recommend to the congregation that membership cease, except by request of the member and vote of the Deacons, due to unusual circumstances. [TOC](#)

**4.6 Discipline** - Biblical church discipline will become necessary when a member persistently lives in open rebellion to the Word of God. The Biblical guidelines found in Matthew 18:15-17; I Corinthians 5:7-11; II Corinthians 2:5-11; Galatians 6:1-10 shall be followed by the Deacons and Pastor. The Biblical goal of restoring and building up the individual shall be pursued in every situation. If these efforts fail to result in repentance and renewed commitment to Christ, the Board of Deacons shall recommend that the name of the person be deleted from the membership roll. The church members shall then vote either for dismissal or further contact and counsel.

The Church has the right and duty to restore excluded members who give evidence of repentance. If, through counsel, the Board of Deacons is satisfied that the applicant has sincerely repented and intends to walk in obedience to Christ, they shall recommend to the Church that the member be reinstated by vote of the Church. [TOC](#)

## **5.0 GOVERNMENT OF THE CHURCH**

**5.1 Authority** – The government of the Church is vested in its voting members. With Christ as the Head of the Church and His Spirit working within each member, unanimity in decision making is desired. When that is not possible, a simple majority of those present and voting shall prevail, except when otherwise specified within the Constitution or Bylaws. [TOC](#)

**5.2 Officers [approved change – Oct 2013]** – The officers of the Church shall consist of the Pastor, Ministerial Staff, Deacons, Trustees, Clerk, Treasurer, and Financial Secretary as

provided for in the Bylaws. Other offices may be created by the Church as it deems them necessary to effectively carry out the work of Christ. [TOC](#)

**5.2.1 [approved change – Oct 2013] Ministerial Staff Selection Procedures -**

The selection of a Pastor or other ministerial staff members (ie, Director of Children's Ministries, Worship Leader, etc) shall follow the procedures outlined within the By-Laws para 1.1 and 1.2.

**5.2.2 [approved addition – Oct 2013] Ministerial Staff Dismissal Procedures -**

The dismissal of a Pastor or other ministerial staff members (ie, Director of Children's Ministries, Worship Leader, etc) will require an eighty percent (80%) majority of the members present (subject to quorum requirements as defined in By-Laws para 4.2.4), and shall take place only at a special business meeting called for that single purpose.

**5.2.3 [approved change – Oct 2013] Selection/Dismissal of Officers –**

All officers shall be members of this Church in good standing and shall be elected by written ballot at the annual business meeting. All officers shall assume office at the beginning of the fiscal year of the Church. Resignations of officers shall be in writing to the Church and shall be submitted, if possible, at least once a month prior to the suggested termination date. When vacancies occur during the year, a replacement will be elected for the remainder of term at the next business meeting.

Officers may be dismissed from office by a 2/3 majority vote at a regular or special business meeting.

**5.3 Church year** - The fiscal year of the church shall begin on the first day of January and end on the last day of December. [TOC](#)

**5.4 Finances** - All financial decisions, apart from those granted to the Trustees and the Finance Committee in the Bylaws, including the adoption of a Church budget, the purchase or sale of any land or property, and the creating of any debts will require a 2/3 majority vote. [TOC](#)

**5.5 Revision of the Constitution** - Changes or additions may be made to the Constitution at any regular or special business meeting of the Church by a 3/4 majority vote. Proposed changes or additions shall be submitted to the members in writing at least one month prior to such a meeting. [INTRO](#) [TOC](#)

# BY-LAWS

## 1.0 CHURCH STAFF

### 1.1 The Pastor [TOC](#)

**1.1.1 Qualifications** - The Pastor shall be an ordained Baptist minister (or be eligible for ordination) whose spiritual qualifications conform to I Timothy 3:1-7 and Titus 1:5-9, whose convictions are consistent with the Statements of Beliefs of this Church, and who is supportive of the mission and ministry of the North American Baptist Conference. [TOC](#)

**1.1.2 [approved change – July 2019] Selection** - When it becomes necessary to call a pastor, a Search Committee shall be formed consisting of the members of the Deacon Board and three additional members selected by the Deacons from names submitted by the congregation. This committee shall seek for recommendations from the Church membership, the North American Baptist Conference, and the Regional Minister. When, after prayerful consideration and study, a suitable man is found, the committee shall invite him to candidate. The vote for calling a pastor shall occur at a regular or specially called business meeting. Notice of such a meeting and its purpose shall be given to the congregation for two Sundays previous to that meeting. The vote shall be by written ballot. [TOC](#)

### 1.1.3 Duties [TOC](#)

- a. The duties of the pastor shall be those common to such office in North American Baptist Churches, including general oversight of the entire work of the Church.
- b. He shall be moderator of the church and preside at all church business meetings and serve as chairman of the Advisory Board.
- c. He shall be a voting member of the Advisory Board and an ex-officio member, without vote, of all other boards and committees.
- d. When possible, he shall represent the Church at Association meetings and triennial conferences of the North American Baptist Conference. Expenses to attend these meetings shall be the responsibility of the Church.

**1.1.4 Tenure** - The tenure of office shall be for an indefinite period. A three month notice shall be given when terminated by either the pastor or the Church. Any deviation from these procedures shall be by mutual consent. [TOC](#)

**1.1.5 General Benefits** - The salary and benefit package of the pastor shall be reviewed annually by the Advisory Board when the annual budget is being prepared, and the Board shall then make a recommendation to the Church. The pastor shall be entitled to paid vacation as approved by the Church. [TOC](#)

**1.2 [approved addition – Oct 2013] Ministerial Staff Positions** - As the need arises and after due consideration, the Advisory Board shall recommend to the voting membership the calling of ministerial staff to assist with the ministry of the church on a volunteer, part-time or full-time basis. Included in this recommendation shall be the qualifications, duties, tenure, general benefits, selection process and accountability of this individual. The vote for calling a ministerial staff person shall occur at a regular or specially called business meeting as determined by the Advisory Board. [TOC](#)

**1.2.1 Selection Procedures** - When it becomes necessary to call a ministerial staff person, the voting membership shall select a Search Committee of five members, including the Senior Pastor. The Search Committee shall investigate the merits of each person under consideration in regard to personal character, education, and vocational experience record. A background check shall also be done.

When a suitable candidate (or candidates) is/are found, the Search Committee shall then invite the candidate(s) to visit the church and participate in various activities which could include (but not be restricted to) the following:

- a. Any variety of social events to become better acquainted with the candidate(s).
- b. A period of examination of the candidate(s) by the Search Committee.
- c. The candidate(s) sharing their testimony with the voting membership.

The Search Committee will continue this process until they have narrowed the list of applicants to the single, most suitable and best qualified candidate.

At this time, the Search Committee will formally provide their recommendation to the voting membership during a special business meeting called for this single purpose. Notice of this special business meeting and its specific purpose shall be given from the pulpit at least one Sunday prior to the scheduled meeting.

In order to provide a degree of anonymity and facilitate a deliberate and formal counting of votes during this special business meeting, this vote shall proceed by written ballot. A vote of eighty percent (80%) of members present at this special business meeting shall be necessary to formally extend the call to the recommended candidate (subject to quorum requirements as defined in [By-Laws para 4.2.4](#)).

If approved by the majority as described above, the Search Committee on behalf of the voting membership will formally extend the call to service as part of the Hope Fellowship Church ministerial staff.

If the applicant accepts this call to service, this concludes the Search Committee's obligation and it shall be disbanded at this point. However, if for whatever reason the recommended candidate withdraws their application the Search Committee shall continue its duties until the ministerial staff position is filled.

**1.2.2 Duties** – Duties are to be as outlined in a job description approved by the congregation. Current job descriptions for serving ministerial staff positions are provided in the Hope Fellowship Policy and Procedures Manual, Working Draft, in Section 3 – Ministerial, Administrative and Support Staff ([MASS-001](#)).

**1.2.3 Tenure** - Unless otherwise agreed upon, the tenure of ministerial staff positions shall be for an indefinite period. When circumstances necessitate removal or withdraw from these positions by either the staff member or the church, a minimum of three-months by written notice shall be given. Any deviation from these procedures shall be by mutual consent.

**1.2.4 General Benefits** - The salary and benefit package of the ministerial staff shall be reviewed annually by the Deacon Board, and they shall then make a recommendation to the voting membership. Full-time staff shall be entitled to paid vacation as approved by the church.

**1.3 [approved addition – Oct 2013] Administrative and Support Staff - As the need arises for a new position, the Advisory Board may recommend to the church the hiring of support staff on a part-time or full-time basis, to assist with the ministry of the church. Included in this recommendation shall be the qualifications, duties, tenure, general benefits, selection process and accountability of this individual.**

[TOC](#)

**1.3.1 Selection Procedures** - When it becomes necessary to hire a support staff person, the Advisory Board will organize a Search Committee of three members, including the Senior Pastor. The Search Committee shall investigate the merits of each person under consideration in regards to personal character, education, and vocational experience record. A background check shall also be done.

If this is a position that has not been previously approved and budgeted for by the congregation, such approval must take place before the search process begins.

When a suitable candidate is found, the Search Committee will formally provide their recommendation to the voting membership during any regularly scheduled or special business meeting.

A vote of eighty percent (80%) of members present at this business meeting shall be necessary to formally extend the call to the recommended candidate (subject to quorum requirements as defined in [By-Laws para 4.2.4](#)).

If approved by the majority as described above, the Search Committee on behalf of the voting membership will formally extend the call to service as part of the Hope Fellowship Church support staff.

If the applicant accepts this call to service, this concludes the Search Committee's obligation and it shall be disbanded at this point. However, if for whatever reason the recommended candidate withdraws their application the Search Committee shall continue its duties until the support staff position is filled.

**1.3.2 Duties** – Duties are to be as outlined in a job description approved by the congregation. Current job descriptions for serving support staff positions are provided in the Hope Fellowship Policy and Procedures Manual, Working Draft, in Section 3 – Ministerial, Administrative and Support Staff ([MASS-01](#)).

**1.3.3 Tenure** – Unless otherwise agreed upon, the tenure of support staff positions shall be for an indefinite period. When circumstances necessitate removal or withdraw from these positions by either the staff member or the church, a minimum of two weeks by written notice shall be given. Any deviation from these procedures shall be by mutual consent.

**1.3.4 General Benefits** – The wage of the support staff shall be reviewed annually by the Advisory Board, and they shall then make a recommendation to the voting membership. Full-time staff shall be entitled to paid vacation as approved by the church.

**1.4 [approved addition – July 2019] Office Staff** -- As the need arises, the Advisory Board may recommend to the church the hiring of office staff on a part-time or full-time basis to assist with clerical work for the church. Included in this recommendation shall be the qualifications, duties, tenure, general benefits, selection process and accountability of this individual.

**1.4.1 Selection Procedures** -- When it becomes necessary to hire an office staff person, a Search Committee shall be formed consisting of the Senior Pastor, the Deacon Board Chair, and one other Advisory Board member chosen by the Advisory Board. The Search Committee shall investigate the merits of each person under consideration in regards to personal character, education, and vocational experience record. A background check shall also be done. When a suitable candidate is found, the Search Committee will formally provide their recommendation to the Advisory Board.

A majority vote of members of the Advisory Board shall be necessary to hire the candidate.

If this is a position that has not been previously approved and budgeted for by the congregation, such approval must take place before the search process begins.

**1.4.2 Duties** -- Duties are to be as outlined in a job description approved by the Advisory Board.

**1.4.3 Tenure** -- Unless otherwise agreed upon, the tenure of office staff positions shall be for an indefinite period. When circumstances necessitate removal or withdraw from these positions by either the staff member or the church, a minimum of two weeks by written notice shall be given. Any deviation from these procedures shall be by mutual consent.

**1.4.4 General Benefits** -- The wage of the office staff shall be reviewed annually by the Advisory Board, and they shall then make a recommendation to the voting membership. Full-time staff shall be entitled to paid vacation as approved by the church.

## **2.0 ELECTED OFFICERS**

### **2.1 Deacons [TOC](#)**

#### **2.1.1 Selection**

- a. Deacons shall be elected by the Congregation for a term of three years and may serve two consecutive terms.
- b. There shall be two deacons for the first fifty members of the Church, and one deacon for each additional fifty members or fraction thereof.
- c. A chairman shall be chosen by the deacons each year, and he shall serve as the Vice-Moderator of the church.
- d. Election of members of the board shall be rotated so that all terms shall not expire in the same year.

#### **2.1.2 [approved addition – July 2019] Duties**

- a. Meet regularly with the pastor for prayer and business.

- b. Provide general supervision of the spiritual work of the Church and, in cooperation with the pastor, schedule the regular and special services of the church.
- c. Prepare and distribute the elements of the Lord's Supper.
- d. Make recommendations to the congregation, as outlined in the constitution, regarding candidates for membership and changes in membership status.
- e. Provide for pastoral supply in any absence of the pastor and determine the reimbursement for such services.
- f. Assist the pastor in the "shepherding" ministry of the church by visiting the members of the church family, especially in times of crisis or other special need.
- g. Serve on the Advisory Board
- h. **Be responsible for administering decisions on distribution of the Care Fund to members of the church family in need.**

## 2.2 Trustees [TOC](#)

### 2.2.1 Selection

- a. Trustees shall be elected by the congregation for a term of two years and may serve two consecutive terms.
- b. There shall be two Trustees for the first fifty members of the Church and one Trustee for each additional fifty members of fraction thereof, to a maximum of five Trustees.
- c. A chairman shall be chosen by the Trustees each year; he shall serve on the Finance Committee.
- d. Election of the members shall be rotated so that all terms shall not expire in the same year.

### 2.2.2 Duties

- a. Serve, as the legal officers of the corporation, holding in trust all property of the Church.
- b. Provide for the protection, management, and upkeep of the physical plant, regularly inspecting the facilities to determine items needing attention or care. Expenditures for these purposes that would exceed \$1,000 must be authorized by the congregation.
- c. Oversee and grant permission for the use of the church facilities or church property for special functions beyond the ordinary ministry of the church.
- d. Serve on the Advisory Board.

## 2.3 Clerk [TOC](#)

**2.3.1 Selection** - The Clerk shall be elected by the congregation for a term of two years and may serve two consecutive terms.

### 2.3.2 Duties

- a. Keep accurate minutes of Advisory Board meetings and church business meetings. An official copy of the minutes should be kept by the clerk, an additional copy given to the pastor, and one copy shall be posted on the church bulletin board.
- b. Keep an accurate and updated record of church membership, including names, addresses, and telephone numbers.



- c. Issue and request letters of transfer and dismissal as authorized by the church.
- d. Conduct all official correspondence of the Church.
- e. Prepare annual reports to the denomination.
- f. Serve on the Advisory Board.

## 2.4 Treasurer [TOC](#)

**2.4.1 Selection** - The Treasurer shall be elected by the congregation for a term of two years and may serve three consecutive terms. The term of office shall not expire during the same year as that of the Financial Secretary.

### 2.4.2 [approved update – July 2019] Duties

- a. Manage the checking account after receiving record of deposits made to the Financial Secretary and make disbursements to pay expenses incurred by the church.
- b. Manage all savings accounts in cooperation with the Financial Secretary.
- c. Keep an accurate record of the identifiable contributions of each donor and provide annual statements of giving by the individual contributors.
- d. Provide oral and written financial report each quarter and annually for the Advisory Board and Congregation.
- e. Submit records to the Auditing Committee annually for examination.
- f. Serve on the Advisory Board.
- g. Serve as chair of the Finance Team.

## 2.5 Financial Secretary [TOC](#)

**2.5.1 Selection** - The Financial Secretary shall be elected by the congregation for a term of two years and may serve three consecutive terms. The term of office shall not expire during the same year as that of the treasurer.

### 2.5.2 [approved update – July 2019] Duties

- a. Insure that contributions received by the Church at any service are counted by at least two people and that the amount received is recorded.
- b. Keep an accurate record of monies contributed to the budget or any special funds. Deposit all monies received for these accounts and forward the respective deposit slips to the Treasurer.
- c. Provide a written quarterly and annual report of receipts to be included with the Treasurer's financial report.
- d. Submit payroll information to the payroll provider.

## 2.6 Coordinator of Women's Ministries [TOC](#)

**2.6.1 Selection** - The Coordinator of the Women's Ministry shall be elected by the congregation for a term of two years and may serve two consecutive terms.

### 2.6.2 Duties

- a. Promote the involvement of women in using their gifts to minister to others.

- b. Assist women in launching ministries of and for the women of the church by assuring that a coordinator is in place for each ministry.
- c. Encourage women to coordinate activities that create a bond and unity among the women in the church.
- d. Provide general oversight to these ministries.
- e. Serve on the Advisory Board

### **3.0 BOARDS, TEAMS, AND COMMITTEES [TOC](#)**

These boards, teams and committees, along with the ministerial staff and elected leaders, will provide the core leadership for the church in carrying out its mission. Each group listed below may commission other teams to assist in carrying out their responsibilities.

#### **3.1 Advisory Board [TOC](#)**

**3.1.1 Membership** - The Advisory Board shall be composed of the **Ministerial Staff**, Deacons, Trustees, Clerk, Treasurer, **Coordinator** of Women’s Ministries, and one member at large for each fifty members of fraction thereof.<sup>1</sup> Members at large shall be elected by the congregation for a term of one year and may serve two consecutive terms. Ministerial staff shall serve as ex-officio members without a vote.

##### **3.1.2 Duties**

- a. Meet at least once quarterly.
- b. Be advisory in nature, except where otherwise specified in the Constitution or Bylaws.
- c. Hear reports from each standing team (those specified in the Bylaws), and then provide overall direction for the work and business of the church and make recommendations to the church at its annual, quarterly, or special business meetings, as the Board may deem advisable.
- d. Elect chairmen of the standing teams as specified by By-laws, except the Nominating Committee, and approve the selection of the committee members.
- e. Under the direction of the Vice-moderator, serve as or appoint a committee to annually review and evaluate the ministry of the pastoral staff.
- f. Under the direction of the Vice-moderator, serve as, or appoint a committee to annually review the financial compensation for the pastoral staff and make a recommendation to the Finance Team concerning the next year’s compensation.
- g. Develop and recommend yearly goals for the Church.
- h. Attempt to anticipate and determine needs of the Church and community for the future. “Dream” about future direction of the Church and its ministries and develop a long-range plan for the Church.

#### **3.2 The Music Ministries Team [TOC](#)**

##### **3.2.1 Membership**

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<sup>1</sup> Although the Financial Clerk is an elected officer, when the original By-Laws were written it was the judgment of the then acting Church Leadership that it was sufficient to have the Treasurer and Chairman the Trustees present for financial representation to the Advisory Board.

- a. The chairman shall be chosen by the Advisory Board for a term of one year and may be re-elected.
- b. There shall be at least two additional members appointed by the chairman and the pastor and approved by the Advisory Board.

### **3.2.2 Duties**

- a. Develop a schedule to provide special music for the worship services of the Church.
- b. Provide for a pianist at each service of the Church.
- c. Oversee the Praise Team and its ministry.

## **3.3 The Worship & Special Services Team [TOC](#)**

### **3.3.1 Membership**

- a. The chairman shall be chosen by the Advisory Board for a term of one year and may be re-elected.
- b. There shall be at least two additional members appointed by the chairman and the pastor and approved by the Advisory Board.

### **3.3.2 Duties**

- a. Help plan and evaluate the worship services of the Church. Recruit members to assist with readings, drama, etc. as needed.
- b. Help train and involve the congregation in the practice of worship.
- c. Present ideas for special services to enhance the worship of the Church.

## **3.4 The Outreach Team [TOC](#)**

### **3.4.1 Membership**

- a. The chairman shall be chosen by the Advisory Board from among its members for a term of one year and may be re-elected.
- b. There shall be at least two additional members appointed by the chairman and the pastor and approved by the Advisory Board.

### **3.4.2 Duties**

- a. Develop ministries to help reach people for Christ and the Church.
- b. Help train and educate the congregation concerning outreach and church growth.

## **3.5 The Missions & Community Ministries Team [TOC](#)**

### **3.5.1 Membership**

- a. The chairman shall be chosen by the Advisory Board from among its members for a term of one year and may be re-elected.
- b. There shall be at least two additional members appointed by the chairman and the pastor and approved by the Advisory Board.

### **3.5.2 Duties**

- a. Encourage and facilitate the involvement of church members in ministries to the community, especially to people who have special needs. Partnerships with existing ministries should be explored and encouraged when it seems desirable.
- b. Help train and educate the congregation concerning international missions.
- c. Develop methods of providing regular communication with the missionaries the church supports financially.
- d. Recommend the yearly financial support for missions.

## **3.6 The Adult Education & Small Groups Team [TOC](#)**

### **3.6.1 Membership**

- a. The Chairman shall be a member of the Deacon Board chosen by the Advisory Board for a term of one year and may be re-elected.
- b. There shall be at least two additional members appointed by the chairman and the pastor and approved by the Advisory Board.

### **3.6.2 Duties**

- a. Develop and promote ministries to help increase the Biblical knowledge and understanding of the adult members of the congregation, including, but not limited to, Sunday School and small groups.
- b. Enlist and provide training for the educational workers of these ministries.
- c. Evaluate and determine the curriculum to be used in these ministries.

## **3.7 The Youth Ministries Team [TOC](#)**

### **3.7.1 Membership**

- a. The Chairman shall be the Youth Pastor; if that position is vacant, the chairman shall be chosen by the Advisory Board from among its members for a term of one year (or until the Youth Pastor position is filled) and may be re-elected.
- b. There shall be a member appointed by the pastor, one Deacon appointed by the Advisory Board, and at least three additional members appointed by the Youth Pastor (or Pastor, if there is not a Youth Pastor) and approved by the Advisory Board.

### **3.7.2 Duties**

- a. Work with the Youth Pastor to provide oversight and direction to the ministries with Middle School and High School students.
- b. Complete the responsibilities outlined in the job description for this Team as designed by the Youth Pastor and approved by the Advisory Board.

## **3.8 The Children's Ministries Team [TOC](#)**

### **3.8.1 Membership**

a. The Chairman shall be the Director of Children's Ministries; if that position is vacant, the chairman shall be chosen by the Advisory Board from among its members for a term of one year (or until the Director of Children's Ministries position is filled) and may be re-elected.

b. There shall be a member appointed by the pastor, one Deacon appointed by the Advisory Board, and at least three additional members appointed by the Director of Children's Ministries (or Pastor, if there is not a Director of Children's Ministries) and approved by the Advisory Board.

### **3.8.2 Duties**

a. Work with the Director of Children's Ministries to provide oversight and direction to the ministries with children below Middle School age.

b. Complete the responsibilities outlined in the job description for this Team as designed by the Director of Children's Ministries and approved by the Advisory Board.

## **3.9 The Finance Team [TOC](#)**

### **3.9.1 Membership**

a. The Treasurer shall serve as the chairman.

b. A member of the Trustee Board, as determined by that Board, shall serve as a member. There shall be at least two additional members appointed by the chairman and pastor and approved by the Advisory Board.

### **3.9.2 [approved update – July 2019] Duties**

a. Help educate the congregation concerning the financial needs of the Church and help train them to follow Biblical guidelines for giving.

b. Gather and consider budget requests from appropriate boards, committees, and groups within the Church and present a proposed budget to the Advisory Board in preparation for the annual meeting.

c. Review on a quarterly basis the adopted Church budget and recommend any amendments that may be needed.

d. Oversee fund balances to conform with the financial policies established by the church.

## **3.10 The Technology Team [TOC](#)**

### **3.10.1 Membership**

a. The chairman shall be chosen by the Advisory Board for a term of one year and may be re-elected.

b. There shall be at least two additional members appointed by the chairman and the pastor and approved by the Advisory Board.

### **3.10.2 Duties**

a. Oversee the purchasing and maintenance of equipment in the technology field, including but not limited to computers, printers, copiers, TVs, DVD players, video projectors.

b. Assess the hardware and software needs of the church and make recommendations that will help it be most effective in its ministries.

### **3.11 The Nominating Committee [TOC](#)**

**3.11.1 Membership** - Three members shall be elected by the congregation for a term of one year. The committee shall elect its own chairman from among its own members.

#### **3.11.2 Duties**

a. To identify, with God's guidance, qualified individuals to fill the elected offices of the Church when each term of office has expired.

b. When possible, contact the potential nominees at least thirty days prior to the election and ask them to pray and think about running for a particular office. A copy of the duties of the office should also be provided.

c. Make a second contact with potential nominees after one week to see if they are willing to run for the office.

d. Prepare a ballot to be presented to the Advisory Board and then the congregation from those who have consented to be nominated ([current ballot is in OP-002](#)).

e. Develop and maintain a list of interests, talents, and gifts of members.

**3.12 Other Committees and Teams** - Other committees and teams may be formed as is deemed necessary. [TOC](#)

## **4.0 CHURCH MEETINGS [TOC](#)**

**4.1 Worship** - Services of worship shall be held every Sunday and at other times as determined by the Pastor and deacons. Times of the weekly services shall be determined by the congregation. The Lord's Supper shall generally be observed the first Sunday of alternating months and at other times as determined by the Pastor and deacons.

### **4.2 Business Meetings [TOC](#)**

**4.2.1 Notice of Meetings** - Notice of the time and purpose of any regular or special business meeting must be given to the congregation on the two Sundays preceding the business meeting.

#### **4.2.2 Regular Meetings**

a. The annual meeting shall be held in January for the purpose of receiving annual reports, adopting a budget, and conducting other business as necessary.

b. A spring meeting shall be held in April to conduct business as necessary.

c. A summer meeting shall be held in July to conduct business as necessary.

d. A fall meeting shall be held in Late October for the purpose of electing Church officers and conducting other business as necessary.

**4.2.3 Special Meetings** - Special business meetings may be called by the Pastor, a majority of the Advisory Board, or by written request of a quorum of the members.

**4.2.4 Quorum** - A quorum for all business meetings shall be 30% of all eligible voters. Eligible voters shall be active resident members of the Church who are 16 years of age or older.

**4.2.5 Procedure** - A spirit of Christian love and courtesy shall serve as the guide for conducting all business. "Robert's Rules of Order Newly Revised" shall be the standard in deciding all questions of parliamentary procedure.

**5.0 REVISION OF THE BY-LAWS** - Changes or additions may be made to the Bylaws at any regular or special business meeting of the Church by a majority vote. [INTRO](#) [TOC](#)