

**CONSTITUTION & BYLAWS**  
**Bethany Baptist Church**  
**Duluth, Minnesota**  
**Bethany Community Church (dba)**

Constitution - Revised September 5, 2012  
By-laws - Revised January 29, 2023

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**CONSTITUTION**  
**BETHANY BAPTIST CHURCH**  
Duluth, Minnesota

**ARTICLE I – Name & Organization**

1. NAME. The name of this organization shall be Bethany Baptist Church.
2. ORGANIZATION. This organization took place in the year 1892.
3. INCORPORATION. This organization was incorporated in the State of Minnesota, No. 2442, filed on March 11, 1893.
  - a. Certificate of Amendment, No. 353186, filed on May 11, 1922.
  - b. Certificate of Amendment, No. 921031, filed on March 31, 1959.

**ARTICLE II – Purpose & Mission**

1. PURPOSE. As part of the Body of Christ our purpose is:
  - A. To obey the Great Commandment: “‘Love the Lord God with all your heart and with all your soul and with all your mind.’ ‘This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’” *Matthew 22:37-39*
  - B. And to fulfill the Great Commission: “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age.” *Matthew 28:19-20*
2. MISSION. TO KNOW CHRIST AND TO MAKE CHRIST KNOWN

**ARTICLE III – Statement of Faith**

1. THE WORD OF GOD. We believe that the Bible is the word of God fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. *II Timothy 3:15-17; II Peter 1:16-21; Romans 15:4; Colossians 3:16*
2. THE TRINITY. We believe that there is one living and true God; eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption. *John 1:1-18; 5:19-24; 14:11; 16:7-15; Matthew 28:16-20*

3. GOD THE FATHER. We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. *Isaiah 46:8-11; 57:14-21; Matthew 5:48; 6:28-34; I John 5:14*

4. JESUS CHRIST. We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth. *Isaiah 9:1-7; Luke 1:26-38; 2:1-20; John 10:22-38; Romans 8:34; I Corinthians 15:3-4*

5. THE HOLY SPIRIT. We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher and guide. *John 14:15-26; 16:1-14; Romans 8:1-27*

6. REGENERATION. We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit. *Romans 3:23-24; 5:6-21; I Peter 1:18-19; John 3:1-21; Titus 3:1-11; II Corinthians 5:14-21; 6:1*

7. THE CHURCH. We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the gospel of Jesus Christ to a lost world. *Ephesians 4:1-5:7; Acts 2:46-48; Romans 12:5; Matthew 16:13-19; 18:15-20; 28:19-20*

8. CHRISTIAN CONDUCT. We believe that Christians should live for the glory of God and the well being of others; that their conduct should be blameless before the world; that they should be faithful stewards of their possessions; and that they should seek to realize for themselves and others the full stature of maturity in Christ. *Matthew 5:3-12; Colossians 3:1-17; I Corinthians 4:23*

9. THE ORDINANCES. We believe that the Lord Jesus Christ has committed two ordinances to the local church: baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ. *Matthew 26:26-29; 28:16-20; Acts 2:38; I Corinthians 11:23-26*

10. RELIGIOUS LIBERTY. We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from

dictation or patronage of the other. *Colossians 2:6-23; I Corinthians 10:23-24; Matthew 22:15-22; Romans 13:1-14*

11. CHURCH COOPERATION. We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether it is the conference or a district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowships on a voluntary independent basis. *Hebrews 10:24-25; Ephesians 4:3-6; I Corinthians 12:12-14; Ephesians 4:1-16; Philippians 1:15-18*

12. THE LAST THINGS. We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, and eternal felicity of the righteous, and the endless suffering of the wicked. *John 14:3; 1 Thessalonians 4:13-18; Revelation 20:11-15*

#### **ARTICLE IV – Membership**

The membership of this Church shall consist of persons who confess faith in the Lord Jesus Christ as personal Savior, who strive to live by the Word of God, who have been baptized by immersion, and who have been received into membership according to the By-Laws of this Church.

#### **ARTICLE V – Officers**

##### **1. Officers**

- a. Moderator
- b. Assistant Moderator
- c. Clerk
- d. Assistant Clerk
- e. Deaconate
- f. Trustees
- g. Financial Secretary
- h. Assistant Financial Secretary
- i. Treasurer
- j. Assistant Treasurer

2. Church Board. The Church Board shall consist of all the elected officers as stated in Article V.1 above. The Church Moderator will serve as presiding officer.

3. Qualifications. Every officer in the Church must be a member in good standing.

#### **ARTICLE VI– Fiscal Year**

The fiscal year of this Church shall be from January 1 to December 31, inclusive.

#### **ARTICLE VII– Meetings**

1. ANNUAL BUSINESS MEETING. The annual meeting of the Church shall be held sometime during the month of January.
2. QUARTERLY BUSINESS MEETING. Business meetings of the Church shall be held at least once each quarter.
3. SPECIAL BUSINESS MEETING. Special business meetings of the Church may be held at any time by order of the Church Board.
4. QUORUM. Any number of members present shall constitute a quorum at any ordinary business meeting of the Church. In case of matters, such as would affect this constitution or the real property of the Church, a quorum of voting-aged members shall be required. This must never be less than **one-third** of the legal aged (18 or older) resident members in good standing. In event of highly important matters, proper notice must be given to the congregation. Proper notice is the posting of the specific matters to be addressed and a public announcement of the important meeting at the services on the preceding two Sundays or as required by civil law.
5. PUBLIC WORSHIP. The stated meetings of this Church for public worship shall be held on Sunday mornings, and at other times as determined by the Church Board.
6. THE LORD'S SUPPER. The Lord's Supper shall be observed monthly.

#### **ARTICLE VIII –Pastoral Relations**

1. ESTABLISHMENT OF RELATIONSHIP. The calling of a pastor shall be done in all cases by closed ballot by a three fourths majority of resident members present at a business meeting, announcement of which has been given at the services on the preceding Sunday.
2. DISSOLUTION OF RELATIONSHIP. The question of dissolving pastoral relationship shall be considered at any time by the Church, on the presentation of the Pastor's written resignation; or where grievance exists against the Pastor, by recommendation of the Church Board, based on a petition signed by at least ten members in good standing. In this case the pastoral relationship shall be dissolved by ballot by a majority of the members present, provided there are at least one-third of the total resident membership present at the business meeting, notice of which shall be given to the members in writing at least two weeks before the business meeting and the object of which shall be stated in such notice. Termination occurs on 30 days notice by pastor or Church.

**ARTICLE IX –Affiliations**

1. This Church shall be affiliated with the Minnesota Iowa Baptist Conference.
2. This Church shall be affiliated with Converge Worldwide (Baptist General Conference).

**ARTICLE X –Disposition of Church Property**

1. DIVISION. In case of unresolved division of the Church membership, the Church property shall belong to those members who abide by this Constitution. Should an impasse arise as to who is abiding by this constitution, the question will be referred to the Board of Stewards of the Minnesota Iowa Baptist Conference and their decision will be final.
2. DISSOLUTION. Should conditions arise when for any reason, the Church work cannot continue, the Church property shall be transferred to the Minnesota Iowa Baptist Conference of Converge Worldwide (Baptist General Conference).
3. CONSOLIDATION. Should conditions arise where a consolidation with another church of the same denomination be advisable, the Church Board shall be authorized by the church to negotiate the terms of such a consolidation.

**ARTICLE XI –Amendments**

Amendments to this Constitution may be introduced through formal motion at any business meeting, but shall not be acted on until the following business meeting. At that time, an affirmative vote of **two-thirds** of the Church members (18 and older) present at the meeting shall be required for acceptance, provided, however, that in the meantime the members have been given proper notice. Proper notice is the posting of the specific matters to be addressed and a public announcement of the important meeting at the services on the preceding two Sundays or as required by civil law. At no time can any amendment be adopted that would be contrary to historic Baptist beliefs and practices.

**BY-LAWS**

BETHANY BAPTIST CHURCH  
(Bethany Community Church dba)  
Duluth, Minnesota

**ARTICLE I –Membership**

**1. GUIDELINES FOR MEMBERSHIP**

- a. NEW MEMBERS. Any person professing faith in the Lord Jesus Christ, giving evidence of regeneration, and adopting the view of faith, doctrine and practice held by this Church, shall follow the Procedure for Membership to be received into membership:
  - i. Upon Believer's Baptism by immersion at this Church, or
  - ii. By virtue of a Letter of Transfer, duly granted by another Converge (Baptist General Conference) church, or
  - iii. By experience of Believer's Baptism by immersion.
- b. INACTIVE MEMBERS. Persons who are inactive members of this church, upon their expressed renewed interest and participation, shall follow the Procedure for Membership to be received into membership. The Deaconate may skip steps in the Procedure for Membership as they determine.
- c. RESTORED MEMBERS. A former member of Bethany, whose membership has lapsed due to dereliction on his or her part, who now giving evidence of regeneration and adopting the view of faith, doctrine and practice held by this Church shall follow the Procedure for Membership listed below to become an active member. The Deaconate will determine what steps are necessary for full reconciliation and restoration to fellowship in the Church.

**2. PROCEDURE FOR MEMBERSHIP**

- a. Attend a membership class at the discretion of the Deaconate.
- b. Interview with Deaconate.
- c. Give a testimony to the Church of faith in the Lord Jesus Christ as personal Savior at any meeting of the Church or at a church setting approved by the Deaconate.

- d. Be recommended to the Church for admission by the Deaconate at any meeting of the Church.
- e. The Church shall then vote at any meeting of the Church and upon affirmative simple majority, the candidate will become a member.
- f. New members will be officially welcomed into the fellowship of the Church at the next Lord's Supper.

3. RESPONSIBILITY AND RIGHTS

- a. A member of the Church is expected to regularly participate in the public worship and official ministries of Bethany Church, and to work for its growth by serving according to their spiritual gifts and abilities both locally and in its outreach ministry (Acts 2:41-47; Romans 12:13; Hebrews 10: 24-25).
- b. A member shall maintain a moral lifestyle that honors Jesus Christ in the world, fittingly represents their Lord and Church in the community. A member shall strive, with God's help, to keep their biblical obligations and shall uphold the sanctity of marriage and the home.
- c. A member shall endeavor to preserve the unity of the Church. It is an obligation to seek reconciliation with other members if conflict arises. If at any time there is opposition to the Statement of Faith of this Church a member shall not seek to disrupt its fellowship but shall quietly withdraw from its membership (Romans 14:19, I Corinthians 12:14; Ephesians 4; Philippians 2:3; I John 3:14-16).
- d. A member shall hold the Pastor(s) in esteem and pray for them as well as other leaders of the Church and assist them in properly carrying out the ministry and outreach of the Church (Hebrews 13:17; I John 3:14-16).
- e. All Resident Members in good standing shall have equal rights to be elected to Church offices and to have voting privileges at 18 years of age and older. Members of this Church have no property rights. Upon termination of membership, they shall not be entitled to any interest in the assets.
- f. The responsibility for the financial support of this Church rests on its members. God desires our faithfulness in time, talent and finances (I Corinthians 16:2; II Corinthians 9:7). Biblical teaching regarding financial support to the Church is that it be proportionate (Luke 12:48) and systematic (I Corinthians 16:2) with the ten percent tithe as the Biblical guideline (Matthew 23:23).



4. MEMEBERSHIP STATUS

- a. Resident Members in good standing shall include all members regularly received into the membership who have not been dismissed or placed on the inactive roll, who live within a reasonable commuting distance or commute regularly.
- b. Heritage Members are members who fall in one of the following classifications:
  - i. A member who is unable to actively participate in the life of Bethany Baptist due to long-term health reasons.
  - ii. Non-Resident members in good standing who are living too far away to attend regularly, but who maintain contact with the Church, such as students, personnel in armed services, missionaries, retirement home residents, etc. who have expressed a desire to continue membership with Bethany Baptist while actively participating in the life of another Church.
  - iii. A member of another Converge (Baptist General Conference) Church who is actively attending Bethany Baptist Church.
  - iv. Heritage Members have no voting rights.
  - v. They will remain a Heritage Member indefinitely unless they request to become an Active Member or be removed.
- c. Inactive Members are those who have been absent from the Church for a period of one year without manifesting interest and have been placed on the inactive roll through recommendation of the Deaconate and majority vote of the Church at a business meeting.
  - i. Those who have been absent for an extended period of time will be contacted and encouraged by the membership, including the Pastor and Deaconate.
  - ii. Those on the inactive roll have no rights of membership.
  - iii. Those on the inactive roll can be removed from the church membership by a vote of the church after one year of inactive status.

5. WITHDRAWAL FROM MEMBERSHIP. Any member desiring to withdraw their membership shall be so allowed upon request. A letter of transfer and recommendation to any Christian Church, if so requested, may accompany such withdrawal. The Deaconate shall present this withdrawal to the Church for acceptance at any business meeting.

6. DISMISSAL FROM MEMBERSHIP. Members who persist in living lives in disobedience to God's Word and habitually neglect their Church responsibility may be dismissed from membership by recommendation of the Deaconate and a majority vote of the Church at a business meeting, after personal counseling and kindly admonition by a Pastor or member of the Deaconate is attempted and is of no apparent avail (Galatians 6:1-2).
7. GRIEVANCES. In all cases of grievances between members, the offenders shall be dealt with in accordance with the rules laid down in the eighteenth chapter of Matthew, and no public complaint shall be preferred, until this course has been pursued. Charges, when made, shall be in writing and shall be submitted to the Deaconate for proper recommendation to the Church (Matthew 18:15-17; I Corinthians 6: 1-8)

### **ARTICLE II— Procedure at Business Meetings**

The business meetings of the Church will be led by the Church Moderator and will be organized in an orderly and thoughtful manner, following Roberts Rules of Order. In the absence of the Church Moderator, the meetings will be led by the Assistant Moderator or one of the elected Church Board members.

### **ARTICLE III –Elections**

- a. NOMINATING COMMITTEE. The nominating committee will consist of as many individuals (members of the Church in good standing or non-members in good standing) as the Church deems necessary. The committee will determine its chair, whom shall be a member of the Church.
  - a. The duties of the Nominating Committee are to prepare and present to the Church a list of the names of those who have consented to stand as candidates, to keep all offices filled within the Church structure. This report shall be made at least two weeks prior to the annual meeting.
  - b. Nominating Committee members shall be elected each year by the Church at the Annual Meeting.
  - c. The Nominating Committee shall work closely with the pastor.
  - d. The Nominating Committee shall have the Church Board review the list of candidates report prior to presenting them to the Church.
- b. PAID WORKERS. The appointment of paid workers shall be approved by the Church.
- c. TERM OF OFFICE. All officers, boards, committees and teams shall be elected for one year term.

- d. RE-ELECTION. Each officer, board, committee and team member may serve as elected to the office in question as often as the Church feels it is wise to elect the same.
- e. VACANCIES. The Nominating Committee will present a candidate to the Church at any business meeting to fill any vacant office.

#### **ARTICLE IV– Duties**

- 1. THE PASTOR. The Pastor shall perform all the Scriptural duties of his office adhering to the Historic Baptist convictions. He shall also perform such other duties in connection with the work of the Church as shall be delegated to and accepted by him. He shall be an ex-officio member of the Church Board, committees, and organizations. Duties include:
  - a. Preaching, teaching, and helping plan weekly and special worship services.
  - b. Engaging actively in the lives and hearts of the congregation (and community) through a ministry of visitation such as hospitals, residential homes, homes, personal events, baptisms, weddings, funerals, etc.
  - c. Working directly with and reporting to the Church Board. Meeting with deacons for the spiritual life of church and be available to interact with other committees.
  - d. Demonstrating consistency and accountability to the Church Board, deacons and the larger church congregation.
  - e. Keeping regular office hours for sermon preparation and availability to people.
  - f. Seeking to include and train a variety of people in church life, leadership and ministry.
- 2. OFFICERS. The duties of all the officers of the Church shall be as follows:
  - a. The Moderator shall preside over all meetings of the Church membership and Church Board. The Moderator shall discharge the administrative duties of the Pastor, in his absence.
  - b. The Assistant Moderator shall assist the Moderator with duties of that office and shall assume the duties of the Moderator in his/her absence.
  - c) The Clerk shall perform the following duties:
    - i) Keep the Minutes of all business meetings of the Church and Church Board meetings.
    - ii) Administer correspondence in the name of the Church.
    - iii) Ensure records of the Church, digital or hard copy, are maintained accurately and according to the Church records retention schedule.
    - iv) Develop and maintain policies and job descriptions of the Church.
    - v) Maintain an accurate record of all the members of the Church.

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- c. The Assistant Clerk shall assist the Clerk with duties of that office and shall assume the duties of the Clerk in his/her absence.
  - d. The Financial Secretary shall keep an accurate account of all monies received and deposit same in the name of the Church in a bank as directed by the Church. All monies received will be counted by two people upon receipt.
  - e. The Assistant Financial Secretary shall assist the Financial Secretary with duties of that office and shall assume the duties of the Financial Secretary in his/her absence.
  - f. The Treasurer shall keep an accurate account of all monies deposited by the Financial Secretary and shall make payment of all obligations incurred by the Church.
  - g. The Assistant Treasurer shall assist the Treasurer with duties of that office and shall assume the duties of the Treasurer in his/her absence.
  - h. Both the Financial Secretary and the Treasurer shall make accounts and reports of the financial transactions of their office at each regular business meeting and the annual meeting of the Church.
3. **SUPPORT STAFF RELATIONSHIP.** The Pastor is given discretion to hire office staff in consultation with the Church Board when a position is approved by the congregation of Bethany Baptist Church.
- a. All support staff are responsible to the Pastor in the performance and completion of their work and also the general maintenance and adjustments of work schedules, vacations and other time off unless other arrangements are made by the Pastor and Church Board.
  - b. **DISSOLUTION OF RELATIONSHIP.** Before dismissing support staff, the Pastor should consult the Church Board and /or Trustees to ensure mutual agreement and course of action when necessary.
4. **CHURCH BOARD.** The duties of the Church Board shall be as follows:
- a. To meet monthly and facilitate business of the Church.
  - b. To have the authority to call special business meetings of the Church whenever necessary.
  - c. The Church Board may be convened by the Pastor or Moderator at any time it is deemed necessary.

5. DEACONATE. The deacons and deaconesses who are elected should fulfill the qualifications of deacon(ness) as prescribed in the New Testament, Acts 6: 3-4 and I Timothy 3: 8-14. The Deaconate shall be made up of as many members as are deemed necessary by the Church. Vacancy shall be filled for unexpired terms by Church vote. The duties of the Deaconate shall be as follows:
  - a. They shall be charged with the duties pertaining to the spiritual life of the Church.
  - b. They shall exercise care of the membership.
    - i. The membership shall be divided between the entire Deaconate for watch care.
    - ii. The Benevolent Fund shall be controlled by the Deaconate and the Pastor.
  - c. They shall recommend procedure in ministering to delinquent members and shall recommend final action.
  - d. They shall arrange for the Lord's Supper by preparing a schedule of rotation for those who shall serve, from the Deaconate.
  - e. They shall cooperate with the pastor in planning for special meetings and campaigns and prepare recommendations.
  - f. They shall assist the pastor, or arrange for his assistance, at Baptismal services.
  - g. They shall meet as often as deemed necessary by the Pastor or Moderator.
  - h. To offer assistance to bereaved and sorrowing families or persons of the Church.
6. TRUSTEES. The trustees who are elected should fulfill the qualifications of trustees as prescribed in the New Testament, Acts 6:3-4 and 1 Timothy 3:1-7. The Trustees shall be made up of as many members as are deemed necessary by the Church. Vacancy shall be filled for unexpired terms by church vote. The duties of the Trustees shall be as follows:
  - a. They shall be charged with the executing of business affairs of the Church and shall be authorized by the Church to serve in the capacity of trustees, in accordance with legal statutes.
  - b. They shall have the responsibility of buying and selling Church properties under the direction of the Church.
  - c. They shall be responsible to maintain all property in a manner that will be a Christian testimony.

- d. They shall honor the entire Church budget, and at no time can funds be diverted contrary to the budget without Church sanction.
  - e. They shall consider all financial obligations and order payment of current bills.
  - f. They shall never authorize an expenditure exceeding two thousand five hundred dollars before the matter has been decided by the Church.
  - g. They shall be responsible for the promptness of reports from all the treasurers of the Church and Church Organizations.
  - h. They shall expedite all matters regarding the janitor.
  - i. To prepare the annual Church budget, gathering input from all pastors, boards and committees of their spending plans for the upcoming year.
7. AUDITING COMMITTEE. The duties of the Auditing Committee, which shall consist of two or more individuals (members of the Church or non-members), shall be as follows:
- a. To audit all financial records of the Church Treasuries and all other organizations within the Church and submit an Annual Report to the Church.
  - b. To audit financial records when a Treasurer concludes his term of office during the year.
8. CHRISTIAN EDUCATION COMMITTEE. This committee will consist of as many individuals (members of the Church or non-members) as the Church deems necessary. The committee will determine its chair, whom shall be a member of the Church. The responsibilities of this committee are:
- a. Oversee and administer the Christian Education program of the Church with the primary purpose of providing God's word in both a learning atmosphere and safe environment for the equipping of children, youth and adults for Christian discipleship and ministry.
  - b. Coordinate with other committees and teams to facilitate the most optimal Christian Education activities within the Church and in the community.
  - c. Approves teaching material prior to implementation.
  - d. Meet regularly with the Pastor to discuss the Christian Education ministries.
  - e. Work with Deaconate for oversight of adult Bible studies.
  - f. Ensure a safe learning environment for children and youth in all Church programming. Specifically, this includes:
    - i. Two-deep leadership with one or more children or youth.
    - ii. Parental Consent prior to activities without parental attendance.

iii. *Safe Place Training* for volunteers prior to teaching/leading.

9. MISSIONS COMMITTEE. This committee will consist of as many individuals (members of the Church or non-members) as the Church deems necessary. The committee will determine its chair, whom shall be a member of the Church. The responsibilities of this committee are:

- a. To oversee, develop, implement and maintain all missions-related ministry activities of the Church.
- b. To lead in the nurture and care of missionaries supported by this Church.
- c. To educate, inform and challenge the congregation about the missions' ministry of this Church.
- d. To educate the Church on the biblical basis for missions, world evangelization, and current events in missions.
- e. To provide information that will enable the congregation to pray knowledgeably for missionaries and mission partnerships supported by this Church.
- f. To make recommendations to initiate or dissolve mission partnerships as needed.

10. WORSHIP COMMITTEE. This committee will consist of as many individuals (members of the Church or non-members) as the Church deems necessary. The committee will determine its chair, whom shall be a member of the Church. The responsibilities of this committee are:

- a. Design worship services in consultation with the pastoral staff that nurture and enhance the congregation's worship life and helps carry out the vision of the Church.
- b. Schedule practices to prepare for the Sunday service or learn new music.
- c. Train people for the worship team for singing, playing an instrument or running the sound system and/or projection/livestream system.
- d. Plan for the Church's worship through scheduling the appropriate singers or musicians each week, purchasing and maintaining instruments or equipment when needed, oversee choosing of music for each week and working with the pastor to correlate music with the sermon.

11. **COMMUNICATIONS COMMITTEE.** This committee will consist of as many individuals (members of the Church or non-members) as the Church deems necessary, using combined gifts and abilities required for effective communication team duties. Church membership is not a requirement, but desirable. The committee will determine its chair, whom shall be a member of the Church. The responsibilities of this committee are:
- a. Church Use: Ensure coordination of all events requiring use of church building, property and what is entered on the church calendar.
  - b. Communication: Facilitate church-wide communication to ensure all events are communicated effectively through printed, oral, and electronic methods.
  - c. Media: Guide production and content of all media, website, church signs, bulletin boards, Facebook, etc.
  - d. Reporting: Reports to church board. Relationships: Works with pastor, secretary and others as required. For outside groups; work in conjunction with trustees.
12. **SOCIAL COMMITTEE.** This committee will consist of as many individuals (members of the Church or non-members) as the Church deems necessary. The committee will determine its chair, whom shall be a member of the Church. The responsibilities of this committee are:
- a. Purpose: The committee does not plan events. After an event is planned, the Social Committee takes care of the details with a goal to make sure that people feel good about their church family and be able to truly enjoy themselves with members and visitors coming closer together in real fellowship.
  - b. Details: The chair or designee will be responsible to post a sign-up sheet for snacks and will coordinate with the Communications Committee chair to ensure special events are announced in a timely manner and printed in the weekly bulletin. Ensure the fellowship room is properly set up for events. This includes tables to be set up and decorated. Also decorate the sanctuary.
  - c. Kitchen: Ensure proper food handling and maintain sanitary conditions. Prepare the punch, water and coffee. Budget through the trustees for the operation of the kitchen, including supplies and equipment. The chair will have a monthly schedule for the committee, with the first Sunday of that month to order and pick up the birthday cake. Turn in receipts for reimbursement from Treasurer. Serve and clean up after fellowship, and be responsible for an event during that month. The chair will have a sign-up sheet in the kitchen for special events with the number of committee members needed to serve.
  - d. Short meetings every few months in the kitchen to ensure everything is planned for the following months.



13. SEARCH COMMITTEE. This committee will consist of as many individuals (members of the Church only) as the Church deems necessary. The Nominating Committee shall seek input from the Church and work with the Church Board to present Search Committee members to the Church at a business meeting for ratification. The Search Committee will determine its chair and secretary. The responsibilities of the Search Committee are:

- a. As directed by the Church, to search for and present to the Church for consideration of hiring professional staff and pastors, utilizing appropriate avenues to search for such an individual.
- b. Keep Church apprised of search progress.
- c. Negotiate terms of employment including a financial package and benefits, with assistance from Trustees, agreeable to the professional staff or pastor to be hired.
- d. Present to the Church at a business meeting, whose purpose has been announced to the church for two weeks prior to such business meeting, the candidate and employment and financial package for consideration.

#### **ARTICLE V –COMMITTEES AND ORGANIZATIONS**

1. No organizations shall be formed or considered a part of the Church activities before its sponsors have submitted their plans to the Pastor and the Church Board for sanction and approval.
2. The various organizations are requested to confer with Pastor from time to time regarding their plans and activities. All matters of importance that affect the Church shall be submitted to the Church for approval.
3. The president or vice-president or individual(s) on the Executive Committee/Board of any Church-sponsored organization must be a member of the Church and in good standing.
4. All funds disbursed by the committee and organizations of the Church shall pass through the hands of the Financial Secretary. All expenditures shall be made by the Church Treasurer, in order that due credit may be given the Church.

#### **ARTICLE VI –Amendments**

Amendments to these By-Laws may be adopted at any regular business meeting of the church by a **two-thirds** vote of those present, provided announcement has been made at services of two consecutive Sundays previous to such a business meeting.

### By-Laws Revision History

Jan. 31, 2021	Nominating Committee needing to have one Trustee and one Deacon to two from the Combined Board. Trustee's level of spending needing church approval raised from \$1000 to \$2500. Remove the names of the Constitution Committee members from the end of the By-laws. Remove requirement for the Treasurer to make payment of all obligations incurred by the Church <i>by check</i> . Change the terms of church officers to one-year. Add name Converge (Baptist General Conference).
Jan. 29, 2023	Revised Nominating Committee composition, add duties for Pastor, expand Clerk duties, Trustees, CE Committee. Added Missions, Worship, Communications, Social and Search Committees. Required Committee Chairs be members of the Church. Modified Church-sponsored organizations language.