

# CONSTITUTION OF FRIENDSHIP BAPTIST CHURCH

( Rev. E 7/25/2001)

Approved by the Church...10/21/2001

## I. PREAMBLE.

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

This body will be known as the FRIENDSHIP BAPTIST CHURCH of Sykesville, Maryland.

## II. VISION AND PURPOSES .

### VISION... (Why We Exist As a Church)

To honor God by reaching people and developing them into fully devoted followers of Jesus Christ.

### PURPOSES...

The five purposes of Friendship Baptist Church can be summarized in a single sentence based on two key passages from the Bible:

#### The Friendship Statement:

"WE BELIEVE THAT A GREAT COMMITMENT TO THE GREAT COMMANDMENT AND THE GREAT COMMISSION WILL GROW A GREAT CHURCH!"

**The Great Commandment:** "Jesus replied: 'Love the Lord your 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' All the Law and the Prophets hang on these two commandments." - Matthew 22:37-40 (NIV)

**The Great Commission:** "Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. 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 am with you always, to the very end of the age.'" - Matthew 28:18-20 (NIV)

- A To "Love God with all your heart" is... **"WORSHIP"**
- A To "Love your neighbor as yourself" is... **"MINISTRY"**
- A To "Go . . . make disciples" is... **"EVANGELISM"**
- A To "Teach to obey all things" is... **"DISCIPLESHIP"**
- A To "Baptize in the name of..." is... **"FELLOWSHIP"**

## **Friendship Church Purposes:**

1. WORSHIP ...Celebrate God's Presence
2. MINISTRY... Demonstrate God's Love
3. EVANGELISM... Communicate Christ's Gospel
4. DISCIPLESHIP... Educate God's People
5. FELLOWSHIP... Assimilate God's Family

It is the responsibility of the Pastoral Staff to lead the Church to remain true to the vision and purposes of the church and to lead the church to make any changes necessary to remain true to them.

## **III. BASIC BELIEFS.**

In Essential Beliefs - We Have **UNITY**.

"There is one body and one Spirit . . . there is one Lord, one faith, one baptism, and one God and Father of us all . . ." - Ephesians 4:46

In Non-Essential Beliefs - We Have **LIBERTY**.

"Accept him whose faith is weak, without passing judgment on disputable matters... Who are you to judge someone else's servant? To his own master he stands or falls... So then each of us will give an account of himself to God... So whatever you believe about these things keep between yourself and God." Romans:1, 4, 12, 22

In All Our Beliefs - We Show **CHARITY**.

"...If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains - but have no love, I amount to nothing at all" - 1 Corinthians 13:2 (Ph)

## **The Essentials We Believe:**

Friendship Baptist Church follows the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention. The most recent edition shall be the preferred one unless otherwise indicated by the congregation in a regularly scheduled Business Session.

We voluntarily band ourselves together as a body of baptized believers alive in Jesus Christ, personally committed to sharing the good news of salvation to lost human beings around the world.

Ordinances of the Congregation are Believer's baptism by immersion and the Lord's Supper (Communion).

Friendship Baptist Church views each of these ordinances as symbols of our salvation, reminding believers of what Jesus Christ has done to bring salvation to all who will believe and what Jesus Christ will do in the future particularly his bodily second advent to the earth to gather His body, the church, unto Himself.

## **IV. POLITY , STRUCTURE, AND RELATIONSHIPS.**

The government of this church is vested in the body of believers who compose it. Persons duly received by the members will constitute the membership. The church will be led and directed by its called Pastoral Staff and their work aided by such work groups, leadership teams, and councils as deemed necessary .

The structure of this church should not be determined by culture, business practice, or even denominational traditions.

### **WHAT THE BIBLE SAYS THE CHURCH IS SHOULD DETERMINE HOW IT IS STRUCTURED.**

**I. The Church is a Fellowship** ,therefore its structure should promote unity and downplay differences.

"They continued steadily learning the teaching of the apostles, and joined in the fellowship..."  
Acts. 2:42 (Ph)

**II. The Church is a Family**, therefore it's structure should be based on mature relationships.  
"You should be like one big happy family, full of sympathy toward each other, loving one another with tender hearts and humble minds." I Pet. 3:8 (LB) Also....Gal. 6:10, Heb. 2:10-12, I Peter 4:17

**III. The Church is a Body**, therefore its structure should be based on spiritual gifts.

"Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We each have different gifts according to the grace given us." Rom. 12:4-6

**IV. The Church is a Flock**, therefore it's structure should be led by Shepherd/Pastors.

"Paul sent to Ephesus for the elders of the church. When they arrived he said to them...Guard yourselves and all the flock of which the Holy Spirit has made you overseers. Be pastors of the church of God..." Acts 20:17-18, 28

At Friendship Baptist Church our goal is to have a church structure which is centered on Biblical Pastoral Leadership and Gifted Lay-Ministry instead of a structure centered on western business practices, culture, and denominational traditions .

This church is subject to the control of no other ecclesiastical body, but recognizes and sustains

the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches. Insofar as is practical, this church will cooperate with and support the Mid-Maryland Baptist Association, The Baptist Convention of Maryland and Delaware, the Southern Baptist Convention and other like-minded believers as it deems necessary and appropriate.

# **BYLAWS OF FRIENDSHIP BAPTIST CHURCH**

## **I. CHURCH MEMBERSHIP**

### **SECTION 1. GENERAL**

This is an autonomous 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 right to determine who will be members of this church and the conditions of such membership as taught in the New Testament.

### **SECTION 2. CANDIDACY**

Any person may offer himself or herself as a "Candidate for Membership" in this church. The "Candidate for Membership" may be voted into membership only after:

- Being counseled concerning the validity of their conversion experience.
- Being counseled concerning the importance of a daily relationship with Jesus Christ.
- Affirming his or her agreement with The Church's "Basic Beliefs" and "Membership Agreement."  
(Discretion will be used when counseling children).
- Successful completion of the "Discovering God's Family" seminar (CLASS 101).

The responsibility for this procedure lies with the Pastoral Staff , and/or Deacons, and all those whom the church may choose.

Upon completion of the requirements for membership, all such "Candidates for Membership" will be presented for election to membership in one of four ways:

- By baptism by immersion upon their profession of having received Jesus Christ as Savior from sin and Lord of life.
- By promise of a letter of recommendation from another church of like faith and order.
- By a statement of having received Jesus Christ as Savior from sin and Lord of life and having received believers' Baptism by immersion in another church of like faith and order.
- By restoration after exclusion.

Candidates for membership may be elected into membership in one of two ways:

1. By majority vote at any regularly scheduled Business Session of the Church by recommendation of the church pastoral staff .
2. By majority vote upon a recommendation by the pastoral staff to the deacon body. A majority vote of deacons and pastoral staff shall be required to elect the candidate into membership.

An affirmative vote by a majority of those authorized to act on behalf of the congregation shall admit the candidate as a member of this church, effective immediately, or at the time the person receives believers' baptism.

With this vote the Congregation promises to pray, to help, to guide, to nurture, and to build up the new member.

For their part, new members will agree to live in accordance with the church's beliefs and agreements, to become involved in its life, work, and ministry, and to support it with their tithes and offerings.

Should there be any dissent as to any candidate, such dissent will be referred to the Pastoral Staff and the Deacon Body for investigation and decision.

Persons will be included on the Church's Membership Roll according to the following categories:

**ACTIVE MEMBERS** are those persons living in the geographical area of the church and who participate regularly in its Worship, life and ministry unless prevented due to illness, infirmity, or the necessities of employment.

Active Members are those persons who CAN be involved and are involved or who can not be actively involved due to unavoidable conditions but would be active if they could.

**INACTIVE MEMBERS** are those persons living in the geographical area of the church who have CHOSEN not to participate in the Worship, life, or ministry of the church for a period of at least six months, or those persons living outside the geographical area of the church, at a distance which precludes their regular attendance and participation in the Worship, life, and ministry of the church.

Persons will be moved from one membership category to another upon recommendation by the Pastoral Staff to the Deacon Body . A majority vote of both Pastoral Staff and the Deacon Body shall be required to move a member from one category to another.

**INACTIVE MEMBERS** may be erased from the membership roll after being on "inactive" status for six months or more. Persons may be removed from the membership roll upon recommendation by the Pastoral Staff to the Deacon Body . A majority vote of both Pastoral Staff and the Deacon Body shall be

required to remove an inactive member from the membership roll.

### **SECTION 3. PRIVILEGES AND RESPONSIBILITIES**

Every Active Member of the church, sixteen years old and older, is entitled to vote on all matters allowed to be submitted to the church body for a vote by this Constitution and Bylaws in all duly called Business Sessions.

It is recognized that regular participation in the life of the church greatly aids in wise decisions being made in Business Sessions.

Every Active Member of the church, sixteen years old and older, is eligible for consideration for leadership positions in the congregation. Giftedness and spiritual maturity shall be major considerations for all leadership positions.

Every member of the church or born again believer may participate in the observance of the Lord's Supper and Baptism as administered by the church.

Every member will be encouraged to be faithful in all the responsibilities of the Christian life, to attend regularly all church services, to support financially the church and its causes through tithes and offerings, and to share in its organized work through a commitment of time and talents.

All members are subject to the provisions outlined in the Constitution and Bylaws of FRIENDSHIP BAPTIST CHURCH.

### **SECTION 4. TERMINATION OF MEMBERSHIP**

Membership may be terminated in the following ways: (1) death of the member, (2) dismissal to another church, (3) exclusion by action of this church, or (4) erasure upon request of the member, proof of membership in another church, or being on the "Inactive Membership Roll" for six months or more.

### **SECTION 5. DISCIPLINE**

It will be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastoral Staff and Deacons are available for counsel and guidance. Members' attitude toward one another will be guided by a concern for redemption rather than one of punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the Pastoral Staff and the Deacons will take every reasonable measure to resolve the problem in accord with guidelines set forth in Matthew 18.

If it becomes necessary to exclude a member, a three-fourths (3/4) vote of those authorized to act on behalf of the congregation is required to declare the person to be no longer in the

membership of the church. All such proceedings will be pervaded by a spirit of Christian kindness and forbearance.

Those authorized to act on behalf of the congregation may, by majority vote, restore to membership any person previously excluded, upon request of the excluded person, and upon evidence of the excluded person's repentance and reformation.

The Pastoral Staff and the Deacon Body shall have full authority to act on behalf of the congregation in matters concerning church membership when the church is not in Business Session.

## **MEMBERSHIP AGREEMENT OF FRIENDSHIP BAPTIST CHURCH**

Having received Christ as my Lord and Savior and been baptized, and being in agreement with the beliefs, strategy, structure, and mission of Friendship Baptist Church, I commit myself to God and to the other members of the church to do the following:

### **1. I WILL PROTECT THE UNITY OF MY CHURCH**

by acting in love toward other members.

by refusing to gossip.

by following the leaders.

Romans 14:19 , 1 Peter 1:22, Ephesians 4:29, Hebrews 13:17

### **2. I WILL SHARE THE RESPONSIBILITY OF MY CHURCH**

by praying for its growth.

by inviting the Unchurched to attend.

by warmly welcoming those who visit.

1 Thessalonians 1:1-2 , Philippians 1:3, Luke 14.23, Romans 15.7

### **3. I WILL SERVE THE MINISTRY OF MY CHURCH**

by discovering my gifts and talents.

by being equipped to serve by my pastors.

by developing a servant's heart.

1 Peter 4:10 , Ephesians 4:11-12, Philippians 2:3-4, 7

### **4. I WILL SUPPORT THE TESTIMONY OF MY CHURCH**

by attending faithfully.

by living a godly life.

by giving regularly.

Hebrews 10:25, Philippians 1:27, 1 Corinthians 16:2 ,Matthew 23:23b, Leviticus 27:30-32

## **II. CHURCH LEADERSHIP**

All who serve on the Pastoral Staff and all who serve as voluntary unpaid ministry leaders shall be Active Members of this church. This includes but is not limited to the Church Officers and the Church Council.

It shall be a requirement that the Pastoral Staff, the Finance Team including the Treasurer and Financial Secretary, and the Deacon Body shall be committed tithers to the annual ministry budget of Friendship Church.

The Church Council shall consist of a representative of the Pastoral Staff, a representative of the Deacon Body, a representative of the Trustees, a representative of the Finance Team, a representative of each Administrative Team and a representative of each Ministry Team.

The Pastoral Staff and the Church Council shall have full authority to act on behalf of the congregation concerning voluntary, unpaid leadership matters including staffing when the church is not in Business Session.

### **SECTION 1. CHURCH OFFICERS**

The officers of this church will be the Senior Pastor, Associate Pastors, the Deacon body, a Moderator, a Clerk, a Treasurer, Financial Secretary, and the Trustees.

#### **(1) Senior Pastor**

The Senior Pastor is responsible for leading the church to function as a New Testament Church. The Pastor will lead the congregation, the organization, and the Pastoral Staff to perform their tasks and implement the Vision Statement of the Church.

As the leader of the church, the Pastor is responsible for leading all organizations, ministries, work groups, leadership teams, and councils to:

- (1) achieve the Friendship Statement,
- (2) proclaim the Gospel to believers and unbelievers,
- (3) care for the church's members and other persons in the community, and
- (4) equip the saints to perform the work of the ministry.

Tenure, election, removal, and calling of the Senior Pastor shall be detailed in the Church Operations Manual.

#### **(2) Associate Pastor(s)**

The Associate Pastor(s) will be called and employed by the congregation in Business Session upon the recommendation of the Pastoral Staff to the Personnel Team. A job description will be written by the Pastoral Staff and Personnel Team as the need for a staff member(s) is determined.

Tenure, election, removal, and calling of the Associate Pastors shall be detailed in the Church Operations Manual.

### **(3) Deacons (Lay Pastors)**

The Deacons will facilitate the pastoral ministry of the Pastoral Staff and serve the church and its membership in accordance with the meaning of the work and the practice in the New Testament as stated in Acts 6:1-7 and 1 Timothy 3:8-13. Deacons are to be servants of the church and will be ordained in accordance with the high spiritual requirements of the New Testament. They must have been an Active Member of the congregation for one or more years to be considered for the Deacon Body.

Their task is to serve with the Pastor and the Staff in performing the Pastoral Ministries of:

- (1) leading the church in the achievement of the Friendship Vision Statement,
- (2) proclaiming the gospel to believers and unbelievers by leading in the evangelism and outreach ministries, and
- (3) by caring for the members of the church and other persons in the community through participation in but not limited to a "Deacon Family Ministry Plan", Care Callers and other family ministry plans that are deemed appropriate.

Tenure, organization, election and rotation of Deacons shall be detailed in the Church Operations Manual.

### **(4) Moderator**

The Senior Pastor or someone chosen by the Senior Pastor will be the Moderator and will serve as the presiding officer of the church. As the Pastor deems necessary, he may designate an Associate Pastor, Chairman of the Deacons, or a Deacon to act as Moderator during any Business Session. If the Pastor does not make this designation, the Chairman of Deacons will preside or will designate an Associate Pastor or Deacon to perform this office. In the absence of a Moderator or a designated Moderator, the church Clerk will call the church to order and preside for the election of an Acting Moderator for that particular Business Session.

### **(5) Clerk**

The church or those authorized to act on behalf of the congregation when it is not in Business Session, will elect annually a Clerk as its clerical officer. The Clerk will be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided.

The church in Business Session, or those authorized to act on behalf of the congregation when it is not in Business Session, may delegate some of the clerical responsibilities to a Church Secretary who will assist the elected Clerk. All church records are church property and will be kept in the church office.

### **(6) Treasurer and Financial Secretary**

The church in Business Session, or those authorized to act on behalf of the congregation when it is not in Business Session, will elect annually a Church Treasurer and Financial Secretary as its financial officers. It will be the duty of the Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and

disbursements. It will be the duty of the Treasurer to render to the church at each regular Business Session an itemized report of the receipts and disbursements of the preceding months. The Treasurer's report will be audited annually by an auditing work group or public accountant. The Financial Secretary will assist the Church Treasurer in the performance of his or her duties. The Treasurer and the Financial Secretary will be bonded, and the church will pay for this bond.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records will be delivered by the Treasurer to the Church Clerk, who will keep and preserve the account as part of the permanent records of the church.

The Financial Officers may delegate some or all of the Treasurer's responsibilities to the non-Pastoral Church Support Staff who will assist the Financial Officers in their duties. All church records are church property and will be kept secure either in the church office or in a place determined by the Trustees.

### **(8) Trustees**

The church, or those authorized to act on behalf of the congregation, will elect three or more Trustees to serve as legal officers for the church. They will hold in trust the church property (land, facilities, contents, etc).

Upon a specific vote of the church authorizing each action, they will have the power to buy, sell, mortgage, lease, build, or transfer any land and facilities . When the signatures of Trustees are required, they will sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

When possible, Trustees will serve on a rotation basis, with one new Trustee being elected every two years. The Trustees will serve as the Properties Team for as long as the church deems necessary.

The Pastoral Staff and the Trustees shall have the authority to act on behalf of the congregation on matters of buildings, grounds, and contents, (except the buying, selling, mortgaging, leasing, building, or transferring any land and facilities), when the church is not in business session.

When appropriate, The Church in Business Session , or those authorized to act on behalf of the congregation when it is not in Business Session , may reassign the task of Properties Team to another group . The church does not have to amend the Constitution and Bylaws to make this reassignment.

## **SECTION 2. ADMINISTRATIVE TEAMS**

The goal of each of the administrative teams is to assist the Pastoral Staff and the church to accomplish the Vision Statement in regard to administrative issues.

Those authorized to act on behalf of the church concerning administrative issues when the church is not in Business Session may create additional administrative teams or delete existing administrative teams without amending this Constitution and Bylaws.

All administrative team members will be recommended by the Nominations Team and elected by the church in Business Session or elected by a majority vote of the Pastoral Staff and the Church Council when the church is not in Business session.

One member of the Pastoral Staff shall be designated as an ex-officio member of all administrative teams.

A complete position description of each administrative team and their duties shall be found in the Book of Ministries which shall be maintained in the church office.

The Pastoral Staff and the Church Council shall have full authority to act on behalf of the congregation on matters of church structure and administration when the church is not in business session.

Administrative Teams may include but are not limited to the following.....

- (1) The Nominations Team
- (2) The Personnel Team
- (3) The Properties Team
- (4) The Stewardship/Finance Team
- (5) The Counting Team
- (6) The Media Center Team
- (7) The Church Council

## **SECTION 3. MINISTRY/LEADERSHIP TEAMS**

The goal of each of the following leadership teams is to assist the Pastoral Staff and the congregation to accomplish the Friendship Vision Statement in regard to ministry issues. The Church in Business Session, or those authorized to act on behalf of the congregation when not in Business Session, may create additional ministry/leadership teams or delete existing teams without amending this Constitution and Bylaws.

All Ministry/Leadership team members will be recommended by the Nominations Team and elected by the church in Business Session or elected by a majority vote of the Pastoral Staff and the Church Council when the church is not in Business session.

A complete position description of each team and their duties shall be found in the Book of Ministries which shall be maintained in the church office.

The Pastoral Staff and the Church Council shall have full authority to act on behalf of the congregation on matters of church ministries performed by volunteers when the church is not in business session.

### **III. SUPPORT STAFF**

The need for additional Support Staff (secretaries, janitorial, etc.) will be approved by the congregation in Business Session or those authorized to act on behalf of the congregation when not in Business Session upon the recommendation of the Pastoral Staff to the Personnel Team. After the need has been approved, the Personnel Team in consultation with the Pastoral Staff and the Finance Team shall have the authority to employ and to terminate services of Support Staff. Such employment and termination of services will be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related ministry groups or leadership teams of the church. Support Staff Members will be given a two-week notice of termination.

The Pastoral Staff, the Personnel Team, and the Finance Team shall have full authority to act on behalf of the congregation concerning personnel matters, except hiring and firing of Pastoral Staff, when the church is not in Business Session.

### **IV. CHURCH MINISTRIES**

The church will maintain ministries of Bible Teaching, Mission Education, and Music Education. It will also maintain Age Group Ministries, (Youth, Senior Adults, Singles, etc.) as the church discovers the need. The church will also maintain Community Ministries (Family Ministry, Food Pantry, Weight Loss, etc.) as the church discovers the need, and has the resources.

#### **(1) CHRISTIAN EDUCATION MINISTRIES**

This ministry will be the basic organization for the Bible teaching program. Its tasks will be to teach Biblical revelation, reach persons for Christ and church membership, perform the functions of the church in small group settings, and interpret the work of the denomination to the congregation. Christian Education will be organized as deemed necessary by the Church Council.

#### **(2) CHURCH MUSIC/WORSHIP MINISTRIES**

This ministry, under the leadership of a Pastoral Staff member, will be the Music education, training, and performance ministry of the church. Its tasks will be to teach music; train persons to lead, sing, and play music; provide music in the church and community; and provide and interpret information regarding the work of the church and denomination. This ministry will have such officers and organizations as the program requires.

#### **(3) AGE GROUP MINISTRIES**

These ministries will be provided by the church as the church deems them necessary. Each Age Group ministry will be led by a Director, elected by the church, or those authorized to act on

behalf of the congregation when not in Business Session. (Youth Ministry Director, Single Adult Director, etc.). Each Age Group ministry will also be represented by a Council led by the Director of that Age Group Ministry. Examples include: Youth Ministry Council, led by Youth Ministry Director. Single Adult Council, led by Single Adult Director.

Each Age Group Director will be a member of the Church Council for the purpose of coordinating church programs and to develop ministries to meet the needs of each age group in the church.

## **IV. CHURCH ORDINANCES**

### **SECTION 1 - BAPTISM**

The church may receive for Baptism any person who has received Jesus Christ as Savior by personal faith, and who indicates a commitment to follow Christ as Lord.

- (1) Baptism will be by immersion in water.
- (2) The Pastors, the Deacons, or whomever the church will authorize, will administer Baptism. The Deacons and their wives will assist in the preparation for, and the observance of Baptism.
- (3) Baptism will be administered as an act of worship.
- (4) A person who professes Christ and is not baptized after a reasonable length of time will be counseled by the Pastors or Deacons. If negative interest is ascertained on the part of the candidate, he or she will be deleted from those waiting for Baptism.

### **SECTION 2 - THE LORD'S SUPPER**

The church will observe the Lord's Supper on a regular basis as scheduled by the Pastoral Staff with a goal of at least six observances per year. The Pastors, Deacons, or whomever the church will authorize, will administer the Lord's Supper. The Deacons and their wives will be responsible for all preparations necessary for the observance of the Lord's Supper.

The Pastoral Staff and Deacons have full authority to act on behalf of the congregation concerning decisions about Baptism and The Lord's Supper.

## **CHURCH MEETINGS**

### **SECTION 1. WORSHIP SERVICES**

The church will meet regularly for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism will be among the ingredients of these services. The Church Pastoral Staff will lead the planning and direction of the services for all the church members and for others who may choose to attend.

## **SECTION 2. REGULAR BUSINESS SESSIONS**

The church will hold two Regular Business Sessions per year .... one in July and one in December on a regularly designated day and time approved by the Church Council. Only active members of the congregation may vote in any business session.

Voting in any regular business session will be limited to the following items only:

1. Hiring and dismissal of Pastoral Staff/Support Staff
2. Buy, sell, mortgage, lease, or transfer land and constructing new buildings
3. Adoption of an Annual Ministry Budget
4. Changing of the Constitution and Bylaws
5. Adoption/correction of minutes and reports of a previous Business Session.
6. Election of new members
7. Election of Ministry/Leadership Teams/Church Officers

Bi-monthly written reports shall be published and made available by all leadership, administrative, financial and ministry teams to all interested church members. The published documents shall be made available in the foyer of the church facility.

## **SECTION 3. SPECIAL BUSINESS SESSIONS**

The church may conduct Special Business Sessions to consider matters of special nature and significance. All special business sessions must be approved by a majority of the Pastoral Staff, Deacon Body and the Church Council. A one week notice must be given for the special called Business Session unless extreme urgency renders such notice impractical. The notice will include the subject, the date, and the time and place. It must be given in such a manner that all Active Members have a reasonable opportunity to know of the meeting (a printed announcement in the Sunday bulletin is acceptable).

## **SECTION 4. QUORUM**

A Quorum consists of five percent of the Active Membership, provided that it is a stated Business Session and one that has been properly called. Unless stated otherwise in this document, all motions will be by majority vote with the following additional requirements for these instances.

- (1) To change this Constitution or Bylaws requires a majority vote and twenty percent of the Active Membership eligible to vote present at the meeting.
- (2) The ejection or dismissal of Pastoral Staff requires a majority vote and fifty percent of the Active Membership eligible to vote present at the meeting.

## **SECTION 5. ADMINISTRATIVE/MINISTRY MEETINGS**

In order to enhance the family life of both members and staff, all administrative team and ministry leadership meetings shall be held on one or two Wednesday evenings per month. The exact date shall be determined by the Church Council and the Pastoral Staff. Any other administrative team or ministry leadership meetings must first have the approval of the Pastoral Staff.

Because of the traffic congestion on Route 32, unless approved by a Pastoral Staff member, no meetings or events of any kind shall be allowed to take place in the church facility between the hours of 4:30 p.m. and 6:30 p.m. Monday through Friday.

## **SECTION 6. PARLIAMENTARY RULES**

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

# **VII. CHURCH FINANCES**

## **SECTION 1. BUDGET**

The Stewardship and Finance Team , along with the Pastoral Staff, will prepare and submit to the church for approval an annual ministry budget, indicating by ministry area the amount needed and sought for all local and other expenses. Offering envelopes will be provided for members' use. It is understood that membership in this church involves financial obligation to support the church and its causes with regular tithes and offerings. Annually there will be opportunity provided to secure worthy commitments of financial support from the church members.

## **SECTION 2. ACCOUNTING PROCEDURES**

All funds received for any and all purposes will pass through the hands of those authorized by the Church and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds will be bonded, and the church will pay for the bond.

A system of accounting that will adequately provide for the handling of all funds will be the responsibility of the Stewardship and Finance Team. All financial records will be kept either on church property or in a safety deposit box . All financial records are the property of the church.

## **SECTION 3. FISCAL YEAR/CHURCH YEAR**

The church year will begin on June 1 and run through May 31 or whatever dates the church may choose. The terms of all elected church leaders, except the paid Church Staff, will begin and end on these dates. For rotational purposes, Deacons added during the church year will be considered to have served a complete year if they have been active for six months or longer during the year. The church fiscal year will be January 1 through December 31, or whatever dates the church may choose.

## **VIII. CHURCH OPERATIONS MANUAL and BOOK OF MINISTRIES**

The Pastoral Staff in cooperation with other leadership teams shall be responsible for compiling a comprehensive **CHURCH OPERATIONS MANUAL**, including church policies, procedures, and organizational charts depicting lines of responsibility in the administration of the church. The Manual will be kept in the Church Office and made available for use to any member of the church. The Church Office Staff will maintain the Manual.

The Pastoral Staff in cooperation with other leadership teams shall be responsible for compiling a comprehensive Book of Ministries, including responsibilities, procedures, tasks and goals of each administrative, pastoral and ministry team in the congregation.

Addition, revision, or deletion of church policies requires:

The Pastoral Staff , the Deacon Body and the Church Council shall be responsible for additions, revisions and deletions to the Church Operations Manual and the Book of Ministries.

### **AMENDMENTS**

Unless otherwise specified within the Constitution and Bylaws, changes in the Constitution and Bylaws may be made at any duly called Business Session of the church, provided each proposed amendment has been presented in writing at a previous Business Session (regular or called) and copies of the proposed amendment will have been made available to each eligible Active Member of the church at least two weeks prior to the proposed adoption date.(Allowing copies to be pick up on the foyer table is acceptable).

Amendments to the Constitution and Bylaws will require a majority vote and 20 percent of the Active Membership eligible to vote present at the meeting.