

**CONSTITUTION**

**AND**

**BY - LAWS**

**Adopted September, 1998  
Amended, January 24, 2010**

**First Baptist Church of Gaithersburg**

**Gaithersburg, Maryland**

**CONSTITUTION  
OF  
THE FIRST BAPTIST CHURCH  
OF  
GAITHERSBURG, MARYLAND**  
*(Incorporated under the Laws of the State of Maryland)*

**Article I: Name**

Section 1: The name of this Church shall be “The First Baptist Church of Gaithersburg” and it shall be governed by the Holy Scriptures and the following Articles and By-Laws.

Section 2: This church shall be incorporated as a non-profit institution.

**Article II: Purpose**

Section 1: United by the Grace of God in Christian experience the members of this church recognize and receive the Bible as the inspired Word of God, and agree to accept it as their only rule of faith and practice. We declare our adherence to the doctrines and teachings of the New Testament, and state our purpose to be:

First: The maintenance of the worship of God and the preaching and teaching of the Gospel of Jesus Christ.

Second: The study and practice of Christian discipleship as revealed and taught in the New Testament.

Third: The promotion and advancement of Christ’s Kingdom throughout the earth.

**Article III: Membership**

Section 1: The membership of this church shall consist of persons who have confessed Jesus Christ to be their Savior and Lord; who desire to be numbered among His disciples; who have experienced believer’s baptism by immersion; who are in sympathy with the faith and practices of this church; and who subscribe to the church covenant in the Constitution, Article III, Section 2.

(a) Membership in this church shall be attained in one of the following ways:

(1) By the Ordinance of Believer’s Baptism by Immersion;

(2) By letter of recommendation from any Baptist church;

(3) By statement of Christian experience indicating previous compliance with (1) above.

(b) Membership in this church shall be dismissed in one of the following ways:

(1) By the granting of a letter of recommendation to another church;

(2) By inactivity as referenced in By-Laws, Chapter 1, Section 2, Paragraph (c);

(3) By exclusion from membership as referenced in By-Laws, Chapter 1, Section 2, Paragraph (d);

(4) By Death;

(5) By request of member.

(c) Procedures for admission and dismissal of membership shall be prescribed in The By-Laws Chapter 1 Membership.

Section 2: This, “*Our Commitment to God through Christ as members of The First Baptist Church of Gaithersburg*”, is the covenant to which we subscribe:

*“We voluntarily pledge ourselves to place God through Christ and loyalty to Him above all loyalties and seek to learn to love Him above all else.*

*We voluntarily pledge ourselves to strive to be faithful in attendance and participation in the worship, business, and educational meetings of our church motivated by love for Christ and our desire to be an active part of His church.*

*By example and personal witness we will seek to win everyone we can to a saving knowledge of Christ.*

*We voluntarily pledge ourselves to be mindful of our responsibility as representatives of Christ and His church and to strive to conduct ourselves in various activities as we believe Christ would have us do.*

*Being mindful of our Savior’s teachings and example, it shall be our purpose to treat all people as we believe Christ would have us do.*

*Being aware of the burdens and ills of mankind, wherever possible, we will in Christ’s name seek to minister to and help alleviate these ills.*

*Aware that Christians may disagree, in love we will not expect everyone to agree on every point of doctrine or personal behavior; nor will we condemn others when we cannot agree with them, or they with us. We will seek to help rather than to criticize.*

Recommendation is that this section of the Constitution be reviewed by a different sub-committee (Deacons, Church Council and Pastoral Staff) once the new Senior Pastor has arrived.

*We believe God desires the salvation of all people of all nations and we voluntarily pledge ourselves to support our missionary causes at home and abroad, praying willingly that God will call some of our number to definite missionary endeavor.*

*By prayer, example and teaching, we will strive to lead the children who come under our influence to life's most important decision, commitment to Jesus as Savior and Lord.*

*We pledge ourselves to study the Scriptures concerning the matter of our financial stewardship of giving. Whatever we feel led of God's spirit to give we will give cheerfully and regularly that the church may perform without embarrassment or frugality its ministries at home and abroad.*

*Recognizing the church as a spiritual democracy, we will respect the right of others to hold their opinions and will encourage the expression of these views even if different from our own.*

*We will listen to each other and be willing to change our opinions if new facts so lead. In keeping with this democratic ideal, we will speak openly and freely making sure we speak to help and not to hurt.*

*In prayer, we will seek to know God's will, and will be governed by the majority in the desire that this will represent God's will for us. If at times we find ourselves at odds with any of our brethren, we will seek to do all in our power to effect an understanding reconciliation, to seek to undo any hurt we may have caused, to forgive readily any who have hurt us, and to seek to keep the strongest ties of Christian love within our fellowship.*

*In our personal lives, we will seek to grow in the meaning of the fullness of prayer and Bible study. We will be as interested in preparations for Bible study training or other educational activities as we are in preparation for secular education activities. We will seek to cultivate within the home such attitudes of devotion and discussion as to supplement the ministries of the church.*

*Recognizing that the maturing Christian accepts responsibility for the continuation of Christ's church, we voluntarily pledge that within the limitations of health abilities and personal obligations we will be active and useful members of our church. We will not wait to be asked, if we see a place we can serve. When we accept responsibility, we will be faithful to discharge it, and if on occasion we are prevented from doing so, we will secure another to take the place until we are able to resume the responsibility.*

*We acknowledge church membership to be a sacred responsibility, and will strive never to leave this fellowship of Christ in anger or haste. We believe God wants us in the church where we can grow spiritually and in which we can serve best in His spirit. If we feel led to unite with another church in this city, we will acquaint the Pastor with the decision and go with the blessings of this church.*

*If we move to another community, we will promptly find a new church home there and have that church write immediately for our church letter.*

*To this covenant and agreement, we voluntarily subscribe and agree.”*

#### **Article IV: Officers**

- Section 1: Officers of this church are prescribed in the By-Laws, Chapter II...
- Section 2: All officers shall be members of the church and elected by the church.
- Section 3: The election, the terms of office, and the duties of the officers are prescribed in but not limited to the By-Laws Chapter II, Church Officers, Terms of Office.

#### **Article V: Affiliation**

- Section 1: This church is a free, autonomous, independent body, congregational in nature, with authority to determine for itself, in the manner set forth in this Constitution, the use of its property and all church policies. It is free from any outside control, authority or power whether governmental or otherwise.
- Section 2: This church recognizes the value and mutual helpfulness in the voluntary associations of churches which are in such agreement in faith and practices as to make possible a spirit of fellowship and cooperative endeavor. For these purposes, this church is in cooperative affiliation with the District of Columbia Baptist Convention and the American Baptist Churches, USA.
- Section 3: The calling of a business meeting for the purpose of voting to withdraw from affiliation and/or cooperation with the D.C. Baptist Convention and/or its national affiliates will require that written notice be sent thirty days in advance to each resident member of the church stating the purpose, place and time of meeting. Action to withdraw, to be valid, must be carried by a vote of three-fourths of the members present and voting.

#### **Article VI: Form of Organization**

- Section 1: The church shall maintain such organizations as shall be found necessary to teach the Bible message; to train its members in Christian doctrines, the interpretation of theology, church history, Baptist polity and organization; to develop within its members the practice of Christian stewardship of life and means; and to promote the missionary and evangelistic ministries of the church.
- Section 2: There shall be a Sunday School, which the church will organize to teach the Bible, to reach people, and to lead church members to perform the work of Christ.

- Section 3: There shall be Deacons and the following Standing Committees: Property and Facility Management Committee; Finance, Stewardship and Administrative Committee; Christian Education Committee; Missions Committee; Church Fellowship Committee; Personnel Committee; Outreach Committee and other such committees as may at any time be deemed necessary by the church.
- Section 4: There shall be a Church Council. It will coordinate the schedule and evaluation of church programs.
- Section 5: All members of Standing Committees and officers of the church must be members of the church.
- Section 6: The election, membership, terms of office, and duties of the committees shall be as prescribed in the By-Laws.

#### **Article VII: Ministry Funding Plan**

- Section 1: The church shall operate under a Ministry Funding Plan, as outlined in By-Laws, Chapter V Section 4 (a – c) wherein one budget covers all the regular expenditures of the church. All offerings received in worship services or meetings of the organizations shall go into one treasury, from which all expenses of the church and its organizations will be paid.
- Section 2: Special authorization from the Finance, Stewardship and Administrative Committee will be required for any appeal outside the Ministry Funding Plan. These appeals include but are not limited to special offerings and fundraisers. Any member may at any time make an offering for a cause which that member shall designate, consistent with the provision of Article II, and the Treasurer will expend this offering in the manner as designated.

#### **Article VIII: Church Government and Meetings**

- Section 1: The government of this church shall be congregational in nature and shall be vested in its membership.
- Section 2: The organizational church year shall begin September 1 with all officers, teachers, and committee members assuming their offices at this time unless specified otherwise. The financial year shall be the calendar year, beginning on January 1.
- Section 3: Meetings of the church shall include services of worship on the first day of each week and a mid-week evening prayer service on such day as may be selected by the church.
- Section 4: Church business meetings shall be held as desired by the membership, provided that at least Quarterly Business Meetings be held within the months of October, January, April, and July. The Church Council will designate the specific dates of

these four meetings. The business meeting during October of each year shall be known as the Annual Meeting.

- Section 5: Quarterly reports to the church in its business meeting shall be made by the church officers and standing committees, as defined in the By-Laws Chapter II: Church Officers and Chapter IV: Standing Committees. Written reports shall be made to the quarterly business meeting by all officers, standing committees, and special committees covering the work of the past quarter. Such reports shall be made available one week prior to the quarterly business meeting and be filed with the Clerk.
- Section 6: Annual reports to the church in its annual business meeting shall be made by the church officers and standing committees, as defined in the By-Laws Chapter II: Church Officers and Chapter IV: Standing Committees. Written reports shall be made to the annual business meeting by all officers, standing committees, and special committees covering the work of the past year. Such reports shall be made available one week prior to the annual business meeting and be filed with the Clerk.
- Section 7: A special business meeting for consideration of any matter may be called by the Pastoral Staff, the Church Council, the Moderator, the Deacons, any Standing Committee or upon the request of 25 members of the church provided the time and purpose is announced at least one week in advance or that every member be notified in writing as to time and purpose at least three days in advance. Only the announced business may be transacted at such a called meeting.
- Section 8: Thirty members shall constitute a quorum for the transaction of business at a quarterly, special or annual business meeting.

### **Article IX: Discipline**

All matters of discipline shall come before one or more members of the Pastoral Staff. If such matter can not be resolved then the issue should be sent to the Deacons for resolution. Each case shall be handled only in the spirit of Christ and in accordance with His Word, as in Matthew 18:15-23.

### **Article X: Ordinances, Ordaining and Licensing**

- Section 1: The ordinances shall be Baptism and the Lord's Supper.
- (a) Baptism shall be by immersion.
  - (b) The Lord's Supper shall normally be observed each month as prescribed by the Deacons.

Section 2: Ordination for Professional Ministry

- (a) The church, at the recommendation of a member of the pastoral staff, in any business meeting, may vote by a majority of those present to begin the process of ordaining one of its members who possesses the scriptural and educational qualifications to the ministry.
- (b) A Council of Ministers and Deacons, appointed by the Senior Pastor, will be called to examine such qualifications of the candidate and advise as to the propriety of ordaining him/her to the gospel ministry.
- (c) When the Council is in positive agreement, it will bring before the church an official recommendation for ordination. The church, by an affirmative vote of three-fourths of those present, will decide if the member is to be approved for ordination. An ordination ceremony will then be scheduled for formal presentation and ordination.

Section 3: Licensing to the Ministry

- (a) The church, at the recommendation of a member of the pastoral staff, in any business meeting, may vote by a majority of those present to begin the process of licensing to preach the Gospel.
- (b) A Council of Ministers and Deacons, appointed by the Senior Pastor, will be called to examine such qualifications of the candidate and advise as to the propriety of his/her licensing to the gospel ministry.
- (c) When the Council is in positive agreement, it will bring before the church an official recommendation for licensing. The church, by an affirmative vote of three-fourths of those present, will decide if the member is to be approved for licensing.

**Article XI: Voting and Procedures**

Section 1: A majority vote of members present shall decide all matters except as otherwise stated in this Constitution.

Section 2: *Robert's Rules of Order*, most recent edition, shall be the guide to all business procedure except where this Constitution makes certain procedures mandatory.

**Article XII: Amendments**

This Constitution and By-Laws may be amended by three-fourths vote of members present at a Special Called Business Meeting or Quarterly Business Meeting. The announcement of such proposed amendment shall have been given in writing at a previous Quarterly Business Meeting and sent by mail to all the members at least thirty

days before the time of voting.

**Article XIII: Dissolution**

Any vote to dissolve the church shall be announced in writing to the entire membership at least 14 days before the vote. The vote to dissolve shall be by ballot and shall require a three-fourths vote of members present at a Special Called Business Meeting called for that purpose. If members vote to dissolve, they shall then transfer all assets (including property), by majority vote, to an appropriate Baptist religious organization determined in consultation with the DC Baptist Convention or other appropriate Baptist organization.

# BY-LAWS

## Chapter I: Membership

### Section 1: Admission of Members

All candidates for church membership shall express their desire to unite with the church by presenting themselves at a worship service and requesting church membership by one of the three ways given in Article III, Section 1, Paragraph (a) of the Constitution. After requesting membership the prospective member shall meet with a member of the Pastoral staff to discuss the requirements and expectations for membership. In the cases of membership by believer's baptism or by letter of recommendation, the membership is understood to be conditional on the occurrence of the baptism or receipt of the letter, respectively. Following this meeting they may be received into church membership in a subsequent worship service upon the recommendation from a member of the Pastoral Staff, or a Deacon, and an affirmation of the church members present. .

### Section 2: Dismissal of Members

- (a) A member may be granted a letter of recommendation to join with another church. The letter of recommendation shall be sent directly to the church the member is joining. Membership in The First Baptist Church of Gaithersburg shall cease when the letter of transfer is issued.

(Duplicate of (a).

- (b) When a member has demonstrated no interest in the church by failure to attend services or meetings, failure to financially support the ministries, or by giving no explanation of the inability to participate in the life of the church for a period of two years, that person's membership will be placed in an inactive status.
- (c) Persons whose attitude and conduct reflect unfavorably upon the church and the Christian faith, may be excluded from the membership upon the recommendation of the Deacons, as reported by the Chairperson of the Deacons, and a three-fourths majority vote of the members present at the next regularly scheduled business meeting of the church. However a prayerful effort to reclaim such a one in the spirit of Christ and in accordance with His word, as in Matthew 18:15-17, shall be made.

## Chapter II: Church Officers

Terms of Office: All officers except the Senior Pastor, Pastoral Staff, Trustees and the Chairperson of the Deacons will have the following term requirements:

- All terms will be for a three-year period.
- An officer may be re-elected for a second consecutive three-year term.
- If a person is assuming another officer's term, he or she will be entitled to complete that person's term and be elected to a three-year term and re-elected for another three-year term.
- At the end of a second consecutive term, the officer must roll-off for one year before being nominated to the same Officer position.
- Terms for Officers begin September 1 and end August 31.

**Qualifications:** All church officers, except the Pastoral Staff, shall be elected from members of the church. They shall comply, to the best of their ability, with Scriptural prerequisites of kingdom citizenship, and shall have knowledge of this Constitution and its By-Laws.

Section 1: Senior Pastor

(a) The Calling of a Senior Pastor:

Whenever a vacancy occurs in the Position of Senior Pastor, a Senior Pastor Search Committee shall be nominated by the Deacons and approved by a majority vote of the church.

It shall be the Senior Pastor Search Committee's duty to seek out and nominate as Senior Pastor, a Minister of the Gospel whose Christian character and qualifications have been carefully examined and found to fit this office. Any person considered for the Senior Pastor shall be a Baptist, and will seek to be in friendly harmony with the convention programs with which this church is affiliated.

The Senior Pastor Search Committee shall bring only one name at a time for consideration to the church. No nominations shall be made except by the Senior Pastor Search Committee. The vote to extend the call to a prospective Senior Pastor will take place at a Special Called Business Meeting. The vote shall be by ballot, with an affirmative vote of seventy-five percent of the church members present and voting at the Special Called Business Meeting necessary for the extension of the call. If the vote is affirmative, a call will be extended to the candidate. Should the candidate recommended by the committee fail to receive the necessary vote, the committee will be instructed to seek out another minister for recommendation, and the meeting at which the vote was taken will be adjourned without debate.

(b) Duties and Responsibilities:

(1) The Senior Pastor, following the Will of God through the leadership of the Holy Spirit, shall seek to fulfill the Scriptural obligations of this office with all fidelity; to preach on Sunday; to administer the

ordinances as commanded in the New Testament; to conduct the mid-week prayer services; to visit the sick and aged members of the church; to seek to minister in Christ's name; to seek salvation of the lost and to promote Christian growth of the church membership.

- (2) The Senior Pastor shall be the administrative head of the church and its staff, being responsible for directing and coordinating the work of the pastoral and support staff and the volunteer officers. The Senior Pastor shall be an ex-officio member of all committees and organizations of the church and shall be the Chairperson of the Church Council.
- (3) It shall be the collaborative duty of the Senior Pastor and Moderator to see that the stated meetings of the church are held regularly, that the officers and committees actively prosecute their duties, and that the required reports are filed with the Clerk and submitted to the church by the various officers, committees and organizations of the church.
- (4) In the absence of the Senior Pastor, unless stated elsewhere in the Constitution or By-laws, these duties shall be performed by the Pastoral Staff, should the church have such. If not, the Chairperson of Deacons shall oversee the execution of these duties.

(c) Termination:

The Senior Pastor will serve until the relationship is dissolved at the request of either the Senior Pastor or the church. In either case, at least thirty days notice shall be given of termination of the relationship, unless otherwise mutually agreed upon, with both the Senior Pastor and the church seeking to follow the Will of God through the leadership of the Holy Spirit. Through a Special Called Business Meeting, a congregational request for the Senior Pastor's termination will be through an affirmative vote of seventy-five percent of the church members present and voting at the Special Called Business Meeting necessary for the termination.

Section 2: Other Pastoral Staff

(a) The Call:

Pastoral staff shall be recommended to the church by a Pastor Search Committee in consultation with the Senior Pastor and other appropriate committees. The Pastor Search Committee shall be comprised of the current Personnel Committee and other appropriate members appointed by the Senior Pastor. It shall be the committee's duty to seek out and

nominate as members of the Pastoral Staff, Ministers of the Gospel whose Christian character and qualifications have been carefully examined and found to fit this office. Any person considered for the Pastoral Staff shall be a Baptist, and will seek to be in friendly harmony with the convention programs with which this church is affiliated.

The Pastor Search Committee shall bring only one name at a time for consideration to the church. No nominations shall be made except by the Pastor Search Committee. The vote to extend the call to a prospective Pastor will take place at a Special Called Business Meeting. The vote shall be by ballot, with an affirmative vote of seventy-five percent of the church members present and voting at the Special Called Business Meeting necessary for the extension of the call. If the necessary vote is received, a call will be extended to the candidate. Should the candidate recommended by the committee fail to receive the necessary vote, the committee will be instructed to seek out another minister for recommendation, and the meeting at which the vote was taken will be adjourned without debate.

(b) Duties and Responsibilities:

The member of the Pastoral Staff, following the Will of God through the leadership of the Holy Spirit, shall seek to fulfill the Scriptural obligations of this office, with all fidelity; to administer the ordinances as commanded in the New Testament; to seek to minister in Christ's name; to seek salvation of the lost and to promote Christian growth of the church membership. The members of the Pastoral Staff shall be ex-officio members of all committees and organizations of the church

Prior to the creation of a new Pastoral Staff position, the Personnel Committee, in consultation with the Senior Pastor, shall submit a job description for church approval. The Pastoral Staff shall fall under the direction of the Senior Pastor.

In the absence of the Senior Pastor, unless stated elsewhere in the Constitution or By-laws, the Senior Pastor's duties shall be performed by the Pastoral Staff, should the church have such. If not, the Chairperson of the Deacons shall oversee these duties.

(c) Termination:

Members of the Pastoral Staff will serve until the relationship is dissolved at the request of either the Pastor or the church. In either case, at least fourteen days notice shall be given of termination of the relationship, unless otherwise mutually agreed upon, with both the Pastor and the church seeking to follow the Will of God through the leadership of the

Holy Spirit. Through a Special Called Business meeting, a congregational request for a Pastor's termination will be through a majority affirmative vote of the church members present and voting at the special called business meeting necessary for the termination.

Section 3: Chairperson of the Deacons

The Chairperson of the Deacons will be a member of the Church Council. See the By-Laws, Chapter 3: Deacons, for the duties and responsibilities of the Chairperson of the Deacons.

Section 4: Clerk

- (a) The Clerk shall record the minutes of all business meetings of the church and furnish a copy to the Senior Pastor, Moderator, and each officer or committee affected by any action. A copy will also be furnished to the Church Librarian/Historian for deposit into the church archives.
- (b) The Clerk will be responsible for obtaining all reports for the quarterly or annual business meeting one week prior to the scheduled meeting. Reports will be available to the congregation during the Sunday service prior to the annual business meeting.

Section 5: Church Librarian/Historian

- (a) The Church Librarian/Historian shall keep an accurate and faithful history of the church.
- (b) The Church Librarian/Historian will appoint members to the Library Committee in consultation with the Pastoral Staff. The Church Librarian/Historian will be the Chairperson for the Library Committee. The Library Committee will be responsible for overseeing the maintenance of the church library and for developing and implementing policies for adding new material, using the library, and for removing and disposing of existing material. In addition, this Committee will be responsible for maintaining the Church History and ensuring that appropriate material is deposited into the church archives.
- (c) The Church Librarian/Historian shall render assistance in carrying out the Clerk's duties, and shall act in the absence or incapacity of the Clerk.

Section 6: Treasurer

The Treasurer shall be responsible for the method of receiving, holding and disbursing funds of any kind for this church, as directed by the church or Finance, Stewardship and Administrative Committee, and shall be an ex-officio member of this committee. All funds shall be kept in an institution approved by the Finance, Stewardship and

Administrative Committee. All accounts shall be paid by check. A person with line item signature authority shall approve all payments charged against his or her specific line item, except for fixed budget items. The Treasurer shall keep an accurate account of funds received and disbursed, and shall render quarterly and annual reports to the church, and such other reports as the Finance, Stewardship and Administrative Committee shall direct. The Treasurer shall submit annually, and at such times as the church or Finance, Stewardship and Administrative Committee shall direct, all accounts and supporting documents to an Auditing Committee. The Treasurer shall furnish bond in the amount set by the Finance, Stewardship and Administrative Committee, cost of same to be paid by the church.

Section 7: Contribution Secretary

The Contribution Secretary shall be responsible for recording all offerings, shall keep a record of individual contributions, and shall make such reports and perform other duties as may be required by the Finance, Stewardship and Administrative Committee. The Contribution Secretary shall be an ex-officio member of the Finance, Stewardship and Administrative Committee.

Section 8: Trustees

- (a) The Trustees of the church are designated as the Chairperson, Vice-Chairperson and Secretary of the Finance, Stewardship and Administrative Committee. They will be considered the official representatives of the church in accordance with the laws governing incorporation.
- (b) The Trustees are to hold the title to all church property for the benefit of the members of the church. Any two of these three Officers shall authorize all contracts, deeds and other instruments when directed to do so by the church.

Section 9: Moderator/Vice-Moderator

- (a) The Moderator and Vice Moderator shall be lay persons who have been members of the church at least two years. Each shall have been active in the life of the church and be familiar with the operation of the church.
- (b) Duties and Responsibilities:
  - (1) The Moderator, in consultation with the Senior Pastor and Church Council, shall schedule and call business meetings of the church, and shall be responsible for creating the agenda and for ensuring that the various reports are made for the church at its business meeting.
  - (2) The Moderator shall preside at all business meetings. In the absence of the Moderator, the Vice-Moderator will preside.

- (3) In case both Moderator and Vice-Moderator cannot be present for a business meeting, another officer of the Church Council will preside.

### **Chapter III: Deacons**

**Qualifications:** There shall be at least three Deacons for the first 100 members of the church, and at least three additional Deacons for each 100 members or portion thereof, up to 500 members. Beyond the fifteen Deacons thus prescribed, the church shall determine the number of Deacons felt necessary. The Deacons shall be elected from among those members who have proved they have scriptural qualifications according to I Timothy 3, and Acts 6. The Deacons shall fulfill the Scriptural injunctions of the office. They shall be trained in the principles and responsibilities of Deacons and be ordained.

**Terms of Office:** A full term of office is three years. A Deacon is not eligible for re-election until a year has passed, after serving a full term of office. An individual may be asked by the Deacon's to assume an uncompleted term. A maximum of four consecutive years may be served.

**Section 1: Nomination and Election Process:**

- (1) Nominations for Deacons are solicited from the Congregation and submitted to the Deacons for review.
- (2) The Deacons will submit a slate of nominees to the Church for a vote. The method of election shall be determined each year by the Deacons.

**Section 2: Duties and Responsibilities:**

- (1) Deacons shall provide for, and assist the Pastoral Staff in the proper observance of the ordinances.
- (2) They shall collect and disburse the Deacon Benevolence Fund as held by the Treasurer, reporting the status of the fund to the church at each Quarterly Business Meeting.
- (3) Being mindful of the spiritual needs of those assigned to his/her care, each Deacon will oversee and seek to visit those families of the church membership assigned, giving special attention to the sick and aged members, and those having unusually heavy burdens. They shall advise and assist the Pastoral Staff in all matters relating to the spiritual life of the church, giving special attention to any matters causing disharmony within the church.
- (4) When the Senior Pastor position becomes vacant, it shall be the responsibility of the Deacons, as quickly as possible, to recommend to the church a Pastor Search Committee as prescribed in the By-Laws, Chapter II, Section 1,

paragraph (a) (1). Until the position is filled, the Deacons would then be responsible for the midweek prayer service and for providing for an Interim Pastor.

(5) The Deacons shall elect a Chairperson, Vice-Chairperson and Secretary for a term of one year.

#### **Chapter IV: Standing Committees**

**Definition:** A Standing Committee is a committee that is ongoing, with members who have been elected from the membership of the church for specific terms or until a successor has been elected. The Committee is authorized to use the resources of and to act on behalf of the church when such authority has been delegated to the Committee.

**Terms of Office:** All Standing Committees will have the following term requirements:

- All terms will be for a two-year period.
- A member may be re-elected for a second consecutive two-year term.
- If a person is assuming an uncompleted term, he/she will be entitled to complete that person's term and be elected to a two-year term and re-elected for another two-year term.
- No person may be on any Standing Committee more than six consecutive years.
- At the end of a second consecutive term, a member must roll-off for one year before being nominated to the same Standing Committee.
- Terms for Standing Committees begin September 1 and end August 31.

**Financial Obligations:** All Standing Committees will be responsible for the line item funds assigned to their committee from the Ministry Funding Plan. If a Standing Committee finds itself in a situation where additional funds beyond the amount budgeted are required for the completion of the calendar year or for unforeseen circumstances, it must request additional funds from the Finance, Stewardship and Administrative Committee. Each committee shall annually submit budget recommendations for the areas under its care to the Ministry Funding Sub-Committee.

**Chairpersons:** Each Standing Committee shall elect its own chairperson from the membership of the committee. The term for chairperson shall be one year.

**Sub-Committees:** Each Standing Committee may form Sub-Committees of itself to assist in its work. The parent Standing Committee, at the Sub-Committee's formation, will determine the composition and length of service of the Sub-Committee.

#### **Section 1: Christian Education Committee**

The Christian Education Committee will consist of five members with at least two members elected each year. The Sunday School Director will be appointed by the Christian Education Committee and will be an ex-officio member of this committee.

The Christian Education Committee will evaluate and structure the overall education program of the church, in cooperation with the professional staff. In consultation with the Nominating Committee, the Christian Education Committee will submit to the church a roster of individuals in Education Leadership positions each church year.

Section 2: Church Fellowship Committee

The Church Fellowship Committee shall consist of five members with at least two members elected each year. The Committee will be responsible for hosting dinners and receptions for special events in the life of the church, and will coordinate activities that enhance the fellowship of the church

Section 3: Finance, Stewardship and Administrative Committee

- (a) The Finance, Stewardship and Administrative Committee will consist of seven members with at least two members elected each year. The Treasurer and Contribution Secretary will be ex-officio members of this committee.
- (b) It shall be the duty of this committee to make a careful study of the latest guidelines for sound and safe financing of the church's ministries and to seek to lead the church in the best methods of receiving and disbursing funds.
- (c) The Finance, Stewardship and Administrative Committee shall monitor the church's financial status, and throughout the year keep the members informed. It will report such alterations of the Ministry Funding Plan expenditures as may be necessary during the year.
- (d) The promotion of Christian Stewardship of life and substance throughout the year shall be the responsibility of this committee, seeking the spiritual development of all members of the church.
- (e) The Finance, Stewardship and Administrative Committee shall review any expenditure not covered in the budget, unless the church by direct action approved the expenditure. The Committee shall take all appeals under consideration for approval or denial. If the appeal is denied, a justification must be submitted giving explanation of the denial.
- (f) At all times, the Chairperson, Vice-Chairperson and Secretary of the Finance, Stewardship and Administrative Committee, acting as the Trustees, are to hold title to all church property for the benefit of the members of the church. Any two of these three Trustees shall execute all contracts, deeds and other instruments when authorized to do so by the church. The Chairperson, Vice-Chairperson and Secretary shall execute all mortgages when authorized to do so by the church.
- (g) The Finance, Stewardship and Administrative Committee shall obtain the

necessary insurance for property and liability of the church.

Section 4: Missions Committee

The Missions Committee shall consist of five members with at least two members elected each year. It shall coordinate the missions activities of the church. It shall recommend to the Ministry Funding Plan Special Committee the formula for distribution of the mission payments to be included in the budget.

Section 5: Personnel Committee

- (a) The Personnel Committee shall consist of five members with at least 2 members elected each year.
- (b) The Personnel Committee shall assist the church in matters related to all staff. Its work shall include such areas as determining staff needs, policies, salaries, benefits, and personnel services.
- (c) The Personnel Committee shall develop and maintain a written church personnel policy manual for adoption by the church. This manual shall be reviewed by the committee every three years or as changes are necessary. Any changes shall be submitted to the church for approval.
- (d) The Personnel Committee, in conjunction with the Senior Pastor, shall establish and maintain job descriptions for all paid staff.

Section 6: Property and Facility Management Committee

- (a) The Property and Facility Management Committee shall consist of 13 members with at least four members elected each year. The grounds keeper of the church shall be an ex-officio member of this committee.
- (b) The Property and Facility Management Committee shall be responsible for all maintenance and repairs to the church property and facility, and shall be responsible for the expenditure of “maintenance and repair” funds in the Ministry Funding Plan, subject to direction from the church, except in case of emergencies requiring immediate action.
- (c) The Property and Facility Management Committee shall see that the buildings are properly opened and closed for meetings, together with the heating and/or air-conditioning appropriate to the season.
- (d) The Property and Facility Management Committee shall be responsible for maintaining the beauty and cleanliness of the church grounds.

Section 7: Outreach Committee

The Outreach Committee will consist of seven members with at least two members elected each year. This committee shall oversee the Outreach Ministry of the church in consultation with the Pastoral Staff. It will be responsible for keeping a prospect file and making sure that guests to the church's worship services are contacted. It shall also give direction to the outreach ministry of the church including but not limited to church promotion, guest information, and special outreach events.

## **Chapter V: Special Committees**

**Definition:** A Special Committee is a committee appointed by a Standing Committee, unless otherwise specified, to perform a special or specific function in the life of the church.

**Terms of Office:** With the exception of the Ministry Funding Plan Committee, Nominating Committee, and Auditing Committee, Special Committees will be appointed at the beginning of each church year by the Standing Committee to which they relate. The number of individuals on each Special Committee will be determined by the Standing Committee to which the Special Committee relates. All terms will be for one year. There shall be no term limits for Special Committees.

**Chairpersons:** The Special Committee will appoint the chairperson from among the Special Committee members.

**Membership:** The names of individuals appointed to Special Committees will be approved by the Nominating Committee and reported to the church at a Quarterly Business Meeting by the Standing Committee to which that Special Committee relates. Members of Special Committees shall be selected from the membership of the church.

### **Section 1: Youth Ministry Committee**

The Youth Ministry Committee will be appointed by the Christian Education Committee. It shall oversee the work of the youth ministry in consultation with the Pastoral Staff. The committee will plan and organize youth ministry events.

### **Section 2: Children's Ministry Committee**

The Children's Ministry Committee will be appointed by the Christian Education Committee. It shall oversee the work of the preschool ministry in consultation with the Pastoral Staff. The committee will be responsible for writing and implementing policies and procedures for the preschool area. It shall work with all users of the preschool area in coordination of room use, supplies, and all other aspects of preschool ministry.

### **Section 3: Care Committee**

The Care Committee will be appointed by the Church Fellowship Committee. The Care

Committee will also be responsible for organizing a meal or meals for church families during the days following the death of a family member.

Section 4: Ministry Funding Committee

- (a) The Ministry Funding Committee will be appointed by the Finance, Stewardship and Administrative Committee. The membership of the Ministry Funding Committee will be reported at the July Quarterly Business Meeting. The length of service for this committee will be from August 1 until the church approves the Ministry Funding Plan it presents.
- (b) The Ministry Funding Committee will be representative of the various parts of the church life and ministry. This Committee shall include representatives of the Finance, Stewardship and Administrative Committee.
- (c) The Ministry Funding Committee, after careful and prayerful study of the anticipated needs, shall propose a Ministry Funding Plan for the forthcoming fiscal year. The proposed budget will be presented to the Church at a Special Called Business Meeting no later than the second week of October. The church will vote on the adoption of the budget, as amended, no later than the last Sunday in October.

Section 5: Ushers Committee

The Ushers Committee will be appointed by the Outreach Committee. It shall be the responsibility of this committee to greet guests and members on Sunday mornings, assist guests and members with any needs they might have, and receive the offering each week.

Section 6: Nominating Committee

- (a) Composition and duties:

At the Quarterly Business Meeting in October, a Nominating Committee, consisting of seven members shall be elected by the church upon the recommendation of the Church Council.

The Nominating Committee will be responsible for creating a slate of nominees for Standing Committees and church officers to be brought before the church at the July Quarterly Business Meeting for election. The nomination slate will be verified by the Church Council before the submission to the church for a vote.

The Nominating Committee shall also be responsible for consulting with appropriate Standing Committees, organizational leaders, and/ or Pastoral Staff in the appointment of Special Committees and organizational leadership. All appointees will be announced to the church in a business

meeting.

(b) Voting:

The slate of Standing Committee members and Church Officers will be furnished a minimum of fourteen days before next business meeting where the vote on the slate will be held. The vote for the election of the slate may be by ballot or by voice vote, as decided by the Church. If the slate of candidates is disapproved, the Nominating Committee will re-evaluate the slate and resubmit it to the church for approval.

(c) Vacancies:

Vacancies on Standing Committees or of church officers occurring during the year shall be filled by church vote from nominations from the Nominating Committee at any business meeting during the year.

**Section 7: Auditing Committee**

The Auditing Committee shall consist of three members appointed by the Senior Pastor and Moderator to hold office for one year. No member of the Auditing Committee shall be a member of the Finance, Stewardship and Administrative Committee. It shall conduct an audit of the Treasurer's books annually and at other times as the Finance, Stewardship and Administrative Committee desires. It shall report jointly to the Senior Pastor and Moderator, who will then report to the church.

**Chapter VI: Church Council**

The Church Council is a committee that is ongoing with members who serve by virtue of Offices or committee positions that they hold. The Council will be comprised of all Pastoral Staff, Church Officers, and Standing Committee Chairpersons and Special Committee Chairpersons. The Senior Pastor shall be the Chairperson of the Church Council. In the absence of the Senior Pastor, the duties and responsibilities of Chairperson will be delegated to a senior member of the Pastoral Staff or the Moderator. The function of this Council is as a Steering Committee. It will coordinate the scheduling and evaluation of church programs.

**Chapter VII: Ad Hoc Committees**

An Ad-Hoc Committee is a committee created for a specified purpose for a set period of time to address a singular issue. The Pastoral Staff or Church Council appoints Ad-Hoc Committees unless otherwise specified in the By-Laws.