

BYLAWS OF BALL CAMP BAPTIST CHURCH

The following Bylaws are adopted in accordance with and subject to the Constitution of this church so that there might be orderly organization and administration of the church:

ARTICLE I. MEMBERSHIP

Section 1. Reception of Members

Individuals may be received into membership at any service of worship or regular business meeting by:

- A. Profession of faith in Jesus Christ followed by believer's baptism.
- B. Transfer of membership from another baptist church, or statement of prior profession of faith at another baptist church with which we are unable to correspond.
- C. Statement of prior profession of faith and membership in a Christian church.

Section 2. Termination of Members

Membership in this Church shall be terminated by:

- A. A letter of dismissal granted to any church following a written request sufficient to identify the member concerned. Such a letter shall not be presented to any individual.
- B. A written request from the member that his or her name be removed from the roll.
- C. A member of this Church shall be removed from the roll upon satisfactory evidence of the member's death.
- D. Reasons of just cause. The admonition of Jesus as recorded in Matthew 5:23-24 and 18:15-17 shall be followed. Upon failure of scriptural admonition and a charge made by any member of this Church, an impartial investigation shall be made by a committee of active Deacons. The offending member shall be given two weeks written notice, mailed by registered mail to their last known address, stating the charge, time and place of a hearing at which the offending member shall have the right to defend himself or herself. The hearing may proceed in the offending member's

absence if the provisions of notice have been followed. If the offending member is not at fault, or removes the cause of complaint, the committee shall make no report to the Church. If cause of complaint is found, the committee shall make an appropriate recommendation to the Church at a regular business meeting.

Section 3. Contention of Membership

Any member may object to the reception of any applicant for membership. Any objection or question involving membership raised, in any manner, shall be investigated by the active Deacons, with the counsel of the Senior Pastor. Upon completion of such investigation, an appropriate recommendation shall be made to the Church at a regular business meeting.

Section 4. Adding and Removing Names

The Church Clerk shall add the names of members, remove the names of members, or sign letter of dismissal only after approval by the Church.

ARTICLE II. CHURCH EMPLOYED STAFF

Section 1. Pastoral Staff

A. Senior Pastor

The Senior Pastor shall have general oversight of the spiritual welfare of the Church, leading forth in the proclamation of the Gospel, administering the ordinances, and directing the equipping of the saints. He shall be an ex-officio member of all units and committees of the Church.

1. Qualifications

The Senior Pastor shall meet the scriptural qualifications as found in Titus 1:5-9; I Timothy 3:1-10; and other related scriptures; be a Pastor, ordained by a baptist church of like faith; be committed to the purpose and mission of this Church; and be in cooperation with churches, and other organizations of like faith.

2. Duties

The duties of the Senior Pastor shall be as per a written job description, prepared by the Personnel Committee, and will include but not be limited to the following:

- a) Lead and equip the Church in the achievement of its mission.
- b) Proclaim the Word of God to believers and unbelievers.
- c) Care for the Church members and other persons in the community.
- d) Care for the spiritual welfare and oversee the Church.
- e) Be in charge of the services of public worship and the ordinances.
- f) Be in charge of the general administration of the Church, serving as the chief administrative officer.
- g) Be responsible for the overall supervision and oversight of the church staff. The recommendation for dismissal of a church staff member shall be within the jurisdiction of the Senior Pastor in consultation with the Personnel Committee, who shall jointly recommend such action to the Church.

3. Call of a Senior Pastor

A Senior Pastor shall be chosen and called by the Church whenever a vacancy occurs. The Deacons of the Church shall call a special business meeting for the purpose of electing and instructing a Senior Pastor Search Committee. The committee shall be composed of a group of not less than five members of the Church, with a minimum of two men and two women. This committee shall then take the necessary steps to secure the names of prospective Senior Pastors and information on their qualifications, training, experience, character, and personal commitment. The committee shall give the congregation an opportunity for suggestion and guidance. The Search Committee, in

conjunction with the Personnel and Finance Committees, shall determine the content and any limitations of the compensation package. Any Church member has the privilege of making recommendations to the committee, but all recommendations to the committee shall be in writing. Only after careful study, investigation and prayer shall the Search Committee make any contact with a prospective Senior Pastor.

The Search Committee shall bring only one name at a time to the congregation for consideration. When the committee is ready to make a recommendation to the Church, it shall provide an opportunity for the Church to be introduced to the candidate and for that person to meet the members and leadership of the Church.

The Search Committee in conjunction with the Personnel Committee and the Finance Committee shall prepare the call of the Senior Pastor in writing, specifying the final compensation package. This call shall be presented to the Church for consideration at the same time the candidate is presented.

The committee shall give special notice of a called business meeting for the purpose of considering the candidate. Election shall be by ballot, and an affirmative vote of two-thirds (67%) of those present and voting shall be required for acceptance. The Senior Pastor thus elected and accepting the call shall serve until the relationship is terminated by the request of the Church or the Senior Pastor.

4. Termination of the Senior Pastor

- a) The Senior Pastor may resign the office of Senior Pastor by giving at least fourteen days notice to the Church.
- b) In the case that the Church must seek the termination of the services of the Senior Pastor, and every effort has been made by the Deacons, the Personnel Committee and the congregation to keep such action from becoming necessary, the Church shall proceed in the following manner:

- (1) The Deacons and the Personnel Committee shall call a special business meeting for such action. The meeting shall be called by the agreement of the majority of each committee or by a written petition signed by twenty-five percent of the church membership.
- (2) Strict rules of decorum shall prevail, and all charges or reasons for the recommendation of dismissal shall be in writing. The Senior Pastor shall be given the opportunity for rebuttal.
- (3) Upon due process and hearing, the congregation may call for a vote. The vote shall be by ballot. A vote of fifty-one percent or more of those present and voting shall be required for dismissal.
- (4) The Church will compensate the Senior Pastor with a minimum of one month's salary compensation, which will include the sum of base salary + housing allowance + social security + insurance. The compensation shall be rendered not more than thirty days after termination of duties.

5. Interim Senior Pastor

The Deacons are responsible for securing the Interim Senior Pastor. The qualifications for the Interim Senior Pastor shall be the same as required for the Senior Pastor. Duties and responsibilities shall be recommended by the Deacons and approved by the Church. The agreement on compensation, length of service, duties and responsibilities shall be prepared in writing in cooperation among the Deacons, the Personnel Committee and the Finance Committee.

B. Associate Pastors

This Church shall call or employ such pastoral staff members as the Church shall need depending on Church priorities at that time. Pastoral staff members, other than the Senior Pastor shall be recommended to the Church by an Associate Pastor Search

Committee. The Associate Pastors shall be employed and terminated by Church action.

1. Qualifications

The Associate Pastors shall meet the scriptural qualifications as found in Titus 1:5-9, I Timothy 3:1-10, and other related scriptures; be a Pastor, ordained by or be from a baptist church of like faith; be committed to the purpose and mission of this Church, and be in cooperation with churches, associations of churches, and other organizations of like faith.

2. Duties

The duties of the Associate Pastors shall be as per a written job description, prepared by the Personnel Committee, and will include but not be limited to the following:

- a) The Associate Pastors shall assist the Senior Pastor in leading and equipping the Church in the achievement of its mission.
- b) Proclaim the Word of God to believers and unbelievers.
- c) Care for the Church members and other persons in the community.
- d) Care for the spiritual welfare of the Church.
- e) Be in charge of the services of public worship and the ordinances in the absence of the Senior Pastor.

3. Call of an Associate Pastor

Once a position of Associate Pastor has been approved by the Church in a regular or special business meeting, or an existing position becomes vacant, an Associate Pastor Search Committee shall be elected by secret ballot. The Committee shall be composed of a minimum of five members of the Church. Each area of ministry for which the Associate Pastor is responsible shall be represented by a member of the Search Committee. This Search Committee shall be charged first with the responsibility of recommending an Interim Associate Pastor.

The Search Committee shall take the necessary steps to secure the names of prospective Pastors and information on their qualifications, training, experience, character, and

personal commitment. The committee shall give the congregation an opportunity for suggestion and guidance. Any Church member has the privilege of making recommendations to the committee but all recommendations to the Search Committee shall be in writing. The Search Committee, in conjunction with the Personnel and Finance Committees, shall determine the content and any limitations of the compensation package.

The Associate Pastor Search Committee shall bring only one name to the congregation for consideration. When the committee is ready to make a recommendation to the Church, it shall provide an opportunity for the Church to be introduced to the candidate and for that person to meet the members and the leadership of the Church. The Associate Pastor Search Committee, in conjunction with the Personnel Committee, the Finance Committee, and the Senior Pastor shall prepare the call of the Associate Pastor in writing, specifying the final compensation package. This call shall be presented to the Church for consideration at the same time the candidate is presented.

The Search Committee shall give special notice of a called business meeting for the purpose of considering the candidate. Election shall be by secret ballot, and an affirmative vote of two-thirds (67%) of those present and voting shall be required for acceptance. The Associate Pastor thus elected and accepting the call, shall serve until the relationship is terminated by the request of the Church or the Associate Pastor.

4. Termination of an Associate Pastor

- a) An Associate Pastor may resign the office by giving at least fourteen days notice to the Church.
- b) In the case that the Church must seek the termination of the services of an Associate Pastor, and every effort has been made by the Senior Pastor, Deacons, Personnel Committee and the congregation to keep such action from becoming necessary, the Church shall proceed in the following manner:

- (1) The Senior Pastor and the Personnel Committee shall call a special business meeting for such action. The meeting shall be called by the agreement of the majority of each committee or by a written petition, signed by twenty-five percent of the Church membership.
- (2) Strict rule of decorum shall prevail, and all charges or reasons for the recommendation of dismissal shall be in writing. The Associate Pastor shall be given the opportunity of rebuttal.
- (3) Upon due process and hearing, the congregation may call for a vote. The vote shall be by secret ballot. A vote of fifty-one percent (51%) or more of those present and voting shall be required for dismissal.
- (4) The Church shall compensate the Associate Pastor dismissed, with a minimum of one month's salary compensation, which will include the sum of base salary + housing allowance + social security + insurance. The compensation shall be rendered not more than thirty days after termination of duties.

Section 2. Church Staff

This Church shall call or employ such staff members as the Church shall need at that time. A job description shall be prepared by the Personnel Committee for each staff position and approved by the Church. Such job descriptions shall be included in the Personnel Policies and Procedures. In the event that a new staff position is created or an existing position becomes vacant, the Personnel Committee, in conjunction with the Senior Pastor, shall seek out and make recommendation to the Church, of an individual to fill the position. The agreement for compensation and benefits shall be prepared in writing in cooperation between the Personnel Committee and the Finance Committee and approved by the Church.

All members of the Church Staff shall be under the supervision of the Senior Pastor or an Associate Pastor.

Refer to Personnel Policies and Procedures for specifics.

ARTICLE III. CHURCH ORGANIZATION

Team ministry is designed to close gaps in our church ministry programs and foster unity in our church. We have selected six primary areas of ministry that are our focus as a church. The six leadership teams are: Together (TLT), Ministry (MNL), Missions (MSLT), Worship (WLT), Preschool/Children (PCLT), and Youth (YLT). These teams allow for all programs and ministries of Ball Camp Baptist Church to be connected, to avoid duplication, and strengthen the overall work of the church.

As part of the team ministry plan, ministerial staff will assist in coordinating the leadership teams. Each team member's gifts are respected and utilized as much as possible. The ministerial staff will serve as equippers and motivators.

Section 1. Witnessing

Missions Leadership Team (MSLT)

Purpose: Lead the church in carrying out the Great Commission by coordinating mission and outreach activities and promoting mission giving.

Composition: Senior Pastor
Bereavement Meals Chairperson
Family Promise Coordinator
Youth Leadership Team Chairperson
Finance Committee Chairperson
Ministry Leadership Chairperson
Hello Lunch Coordinator
Extended Visitation Coordinator
Special Projects Coordinators, as identified by team

Rotation: Those participating as elected committee chairs serve for their 1-3 year committee term. Volunteer coordinators serve for a one year minimum but may serve longer.

Section 2. Developing

Preschool/Children's Leadership Team (PCLT)

Purpose: Coordinate, plan, and implement the Church's ministry to preschool and elementary school-aged children.

Composition: Director of Children's Ministry
Director of Parent's Day Out Ministry
Children's Sunday School Teachers
1 Parent of Preschool Age Child
1 Parent of Elementary Age Child
1 PDO Teacher
Children's Choir Director
VBS Director

Rotation: Sunday School teachers will participate for the length of their teaching service. All other volunteers will serve based on individual preference.

Youth Leadership Team (YLT)

Purpose: Coordinate, plan, and implement the Church's ministry to middle and high school-aged youth.

Composition: Student Ministry Director
Youth Sunday School Teachers
All parents and youth
Adults interested in ministry to youth

Rotation: Sunday School teachers will participate for the length of their teaching service. All other volunteers will serve based on individual preference.

Section 3. Ministering

Ministry Leadership Team (MNLT)

Purpose: To serve with the Senior Pastor and staff in performing pastoral activities and caring for Church members and other persons in the community, as exemplified in the scriptures of Acts 6:1-7

To facilitate the performance of ministerial duties, the Ministry Leadership Team is organized into Care Teams. Each team ministers to its care group according to identified needs. Both Deacons and other lay persons may be involved in these ministries.

Team Chair: The Ministry Leadership Team chair serves a one-year term. Annually, a vice chair is elected from among the team members. The vice chair serves a one-year term, then serves as chair the subsequent year.

Composition: There shall be as many Deacons as the Church deems necessary and as recommended by the Ministry Leadership Team.

Deacons must strive to display the fruit of the Spirit, to fulfill the greatest and second greatest commandments as described in Matthew 22:37-39, and be willing to minister and care for others as called for in I Peter 5:2-3. They should strive to have the heart of a servant as described in Matthew 5:3-16. They should be people who are devoted to God, who pray, forgive, give of their possessions, and not worry. They should teach about the love of God to all people and not judge others.

Deacons may be men and women who are single, married or divorced. They shall be members of this Church, having participated in Believer's Baptism, and committed to serving the Church and its mission. As the office of Deacon is one of lay ministry, professional (paid) church ministry staff, including ministers, worship leaders, and ministry assistants, are not eligible to serve as Deacons. This delineation does not include other church staff, such as accompanists, church host, treasurer, and other non-ministry support staff.

Annually, the church will nominate members to fill vacancies on the Ministry Leadership Team.

The Senior Pastor and deacon chair will be responsible for the coordination and administration of the annual selection process.

Nominees will be contacted regarding their willingness to serve.

Nominees who are not ordained will meet with the Senior Pastor and deacon chair to discuss the expectations of service of deacon. Those willing to serve will indicate so after the meeting.

The slate of nominees willing to serve will be provided to the Church at least two weeks before the voting date to allow prayer and consideration.

Deacons will be elected by a church wide vote of the membership present. Ballots will be provided, listing the nominees willing to serve. The nominees with the most votes will be elected and ordained as necessary.

The Senior Pastor will be responsible for establishing the ordination process and date for ordaining new deacons. Deacons will begin their active term at the beginning of the church calendar.

Deacons will be elected by the Church to serve a term of up to three years. At the end of their term, they will assume inactive status for a minimum of one year.

The Ministry Leadership Team will elect their own officers and committees to carry out the responsibilities and duties. The term of office for officers and committees shall be one year.

The Ministry Leadership Team shall meet at such times and places as they determine.

The Ministry Leadership Team may recommend to the Church individuals for honorary life membership, with full privileges of the deaconship, any deacon who by reason of honorable service has earned such distinction, or who by

reason of age and infirmities is no longer able to render active service.

To facilitate the performance of pastoral duties, the Ministry Leadership Team is organized into Care Teams. Each team ministers to its care group according to identified needs. Both Deacons and other lay persons can be involved in these ministries. The teams are as follows, but not limited to:

Benevolence Team

Team is made up of the Ministerial Staff, Chair of Deacons, Vice-Chair, and Secretary of the leadership team. Other members may be called upon to help from time-to-time.

Most benevolence calls come through the church office during business hours and are handled by the Ministerial Staff when possible. In the event the ministerial staff is not available, or additional assistance is needed, the Chair of Deacons will be contacted and the chain will go from there.

Hospital and Bereaved Care Team

The care team functions with rotation teams and maintains an annual schedule for visits/calls, for both hospital and bereaved care. Each rotation team is responsible for contacting and making visits for their month. The team consists of 2-3 people, with a mix of experienced and newer deacons on each rotation team.

Prospective/New Member Team

The Prospective/New Member Team works in conjunction with the appropriate Leadership Team to engage with visitors, prospects, and new members, helping them to connect with activities and fellowship within the church.

Connecting Hands & Healing Hearts Team

This team fulfills both physical needs (connecting hands) and spiritual needs (healing hearts.)

This team works in conjunction with the Extension Department making monthly visits.

Section 4. Worshipping

Worship Leadership Team (WLT)

Purpose: The team is responsible for the ongoing development of worship ministry in the church.

Composition: Ministerial Staff Representative(s)
Children's Choir Coordinator
Instrumentalist(s)
Sound Technician
Usher Coordinator
Decorating Committee Representative
Drama Representative
The Road Service Representative
Sanctuary Service Representative
Sanctuary Choir Representative

Rotation: Each member serves a one-year commitment, but may serve longer.

Church Usher Coordinator

Purpose: The Usher Coordinator ensures an adequate number of ushers for worship services. The ushers are to greet people as they enter the sanctuary, assist with visitor seating, provide bulletins and/or other materials, and receive the offering.

Selection: Selected by the Lay Leadership Committee and presented to the church for approval.

Term: Serves a term of one year, but may serve longer

Section 5. Together

Together Leadership Team (TLT)

Purpose: The team plans/coordinates the church calendar, recommends revisions to church policy and discusses other pertinent issues facing the church

Composition: Committee Chairpersons
Lay Coordinators of the leadership teams,
Ministerial representative(s)
Ministry Assistant serves as team secretary.

Rotation: Members rotate off as their respective terms expire.

Church Clerk

Purpose: The Church Clerk keeps the official record of all actions of the church during all business meetings and presents the meeting records in typed form at the next business meeting; maintains an up-to-date membership roll and provides letters of correspondence for membership transfers. In the absence of the Church Clerk, a temporary clerk will be appointed by the Moderator

Selection: Selected by the Lay Leadership Committee and presented to the church for approval

Rotation: Serves a term of one year, but may serve longer.

Moderator

Purpose: The Church Moderator is in charge of regular or special business meetings so that they are conducted in a fair and organized way

Selection: The Moderator at each regular and special business meeting shall be the Senior Pastor. In the event that the Senior Pastor is absent, or chooses to recuse them self as the Moderator, an associate pastor or the chairman of the Ministry Leadership Team shall preside and a Moderator shall be elected by the members present.

At times when the church is without a Senior Pastor, the Interim Pastor shall serve as the Moderator.

Should the Senior Pastor or Interim Pastor choose not to serve regularly as Moderator, the church will nominate and elect a Moderator annually from the church membership.

Rotation: Serves a term of one year, but may serve longer.

Treasurer and Assistant Treasurer

Purpose: The Treasurer and Assistant Treasurer shall be authorized to sign checks to distribute church funds. The Treasurer shall keep a full and accurate account of receipts and disbursements, shall give an account of all transactions as Treasurer, and shall report the financial condition of the church when requested. The Treasurer shall prepare a monthly financial statement for distribution to the church and shall present it at the regular business meeting. Financial records will be available for review when requested. The Treasurer and Assistant Treasurer shall be ex-officio members of the Finance Committee

Selection: Selected by the Lay Leadership Committee and presented to the church for approval

Rotation: Serves a term of one year, but may serve longer

Trustees

Purpose: The Trustees will hold in trust the church's real property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the Trustees to affix their signatures to any legal document(s) where the signatures of Trustees are required. (Only Trustees are able to enter into binding contracts or other substantial financial obligations of the church.) The Trustees shall be responsible for securing all legal papers, deeds, and documents.

Composition: The Trustees shall have seven members.

Selection: Selected by the Lay Leadership Committee and presented to the church for approval

Rotation: Trustees are elected for a 3-year term. The Chairperson shall be serving for his/her 3rd year. A chairperson-elect shall be elected by the group and shall be serving for his/her 2nd year. Vacancies will be filled for remainder of any vacated terms as necessary.

Bereavement Meals Committee

Purpose: The committee shall be responsible for coordinating the preparation and serving of meals to families during times of death, serious illness, or other crises.

Composition: Four member minimum to include Chair elected by the committee members.

Selection: Selected by the Lay Leadership Committee and presented to the church for approval

Rotation: This committee shall be a standing committee.

Special Project Committee

Purpose: The committee shall be responsible for developing the scope of a special project, obtaining cost estimates or proposals and presenting to the church for approval. Approval of funding will be in coordination with the Finance Committee and approved by the church. The committee will provide updates of project status at regular church business meetings.

Composition: Five member minimum to include Chair elected by the committee members.

Selection: Nominated and elected in business meeting, or selected by the Lay Leadership Committee and presented to the church for approval.

Rotation: This committee shall be a standing committee for the duration of the project.

Buildings and Grounds Committee

Purpose: The Building and Grounds Committee addresses and provides for the maintenance, repair or replacement as required for the church facilities and grounds. They are responsible for oversight and approval of all professional subcontractor needs of the church facilities. Funding for maintenance requirements for the church facilities and grounds shall be from the church budget, as approved by the church.

Composition: Nine member minimum to include chair elected by the Committee members. Additional persons from the church may assist the committee as needed.

Selection: Selected by the Lay Leadership Committee and presented to the church for approval.

Rotation: Members are elected for a 3-year term. Vacancies will be filled for remainder of any vacated terms as necessary.

Constitution & Bylaws Committee

- Purpose:** The committee shall be responsible for reviewing the Constitution and Bylaws of the church and making recommendations regarding amendments and changes.
- Composition:** Five members to include chair elected by the Committee members. At least one member shall be an active Deacon.
- Selection:** Selected by the Lay Leadership Committee and presented to the church for approval.
- Rotation:** Members are elected for a 3-year term. Vacancies will be filled for remainder of term as necessary. During times of extended amendment or changes being considered, the length of term may be extended to ensure continuity of effort.

Counting Committee

- Purpose:** The committee shall be responsible to collect and count the offerings received during church services, prepare deposit records, and deposit the offerings in the church's account. At least two committee members shall be responsible each Sunday for the collection, preparation of deposit records, and depositing of the offerings. The committee chairperson shall be responsible for assigning members for each scheduled service.
- Composition:** The Counting Committee shall have six members. (3 teams of 2 each)
- Selection:** Selected by the Lay Leadership Committee and presented to the church for approval.
- Rotation:** This committee shall be a standing committee.

Decorating Committee

- Purpose: The committee shall be responsible for providing decorations for church activities and special occasions. Certain exceptions include those activities sponsored by other organizations in the church (e.g., VBS, Fall Festival, Drama, etc.).
- Composition: Seven member minimum to include Chair elected by the Committee members
- Selection: Selected by the Lay Leadership Committee and presented to the church for approval.
- Rotation: This committee shall be a standing committee.

Finance Committee

- Purpose: The committee shall prepare and submit to the church for approval the annual budget for the succeeding year. All disbursements, other than for budgeted purposes, shall be submitted to the Finance Committee for its consideration prior to submission to the church.
- Composition: Seven members to include Chair and Vice-Chair elected by the Committee members. The Treasurer and Assistant Treasurer shall be ex-officio members of the Committee.
- Selection: Selected by the Lay Leadership Committee as stated in their policies and procedures, and presented to the church for approval.
- Rotation: Members are elected for a 3-year term. Vacancies will be filled for remainder of any vacated terms as necessary.

Lay Leadership Committee

The Lay Leadership Committee shall have six church members, nominated and elected by the church to serve up to a three-year term.

Responsibilities:

Lead the church in filling all committee and leadership team assignments, except Lay Leadership Committee, per the Constitution and Bylaws.

Inform all committee and leadership team nominees of their duties before presenting them to the church for approval.

In conjunction with the appropriate minister, fill the positions of Sunday school director, teachers, and leaders for all ministry organizations of the church as needed.

Policies and Procedures:

- Members of the same household cannot serve on Finance, Personnel or Lay leadership Committee at the same time.
- Paid Staff members and their spouses cannot serve on Personnel or Finance committee.
- Chairperson for any committee or leadership team shall be a church member.
- No one person shall serve on more than 2 committees or 2 leadership teams (excluding Deacons, Together Leadership Team, all Search Committees and special committees recommended by the church) at any given time and can chair only one committee or leadership team at a time.
- A committee member is limited to serving one three-year term. At the end of the term to which they have been elected, they will assume inactive status for a minimum of one year before being eligible for re-election.
- All vacancies for committees, leadership teams and any organized programs of the church must be filled by the Lay Leadership committee. (Exception—Lay Leadership Team, Deacons, Together Leadership Team, all Search Committees and special committees recommended by the church) Recommendations from the floor will be considered.

The recommendations of this Committee shall be made to the Church for approval prior to the end of the current Church year. If vacancies occur during the year in existing programs, committee positions, leadership team positions, or if new programs or committees are started, the Committee shall make recommendations at the next regular business meeting for approval. If deemed essential to the operations of the church there will be a called business meeting.

Personnel Committee

Purpose: The Committee shall assist the church in matters related to employed personnel administration. Its responsibilities include:

- Interview and placement of all non-ministerial staff in accordance with Article II.
- Review annually the job descriptions for all employed positions.
- Review salaries of all employees annually and recommend to the Finance Committee any changes.
- Assist the Senior Pastor and the church in matters relating to personnel administration.
- Provide changes to the Personnel Policies and Procedures document as necessary.

Composition: Seven members to include Chair and Vice-Chair elected by the Committee members

Selection: Selected by the Lay Leadership Committee as stated in their policies and procedures, and presented to the church for approval.

Rotation: Members are elected for a 3-year term. Vacancies will be filled for remainder of any vacated terms as necessary.

Endowment Committee

Purpose: Oversee all endowment funds to insure the rules of each endowment are followed and disbursements are made per the approval of the church. Submit status report at regular business meeting.

Composition: Five members, to include Chair and Vice-Chair elected by the committee.

Selection: Selected by the Lay Leadership Committee and presented to the church for approval.

Rotation: Members are elected for a 3-year term. Vacancies will be filled for remainder of any vacated terms as necessary.

Cemetery Committee

Purpose: Oversee the operation, maintenance and records of the church cemetery.

Composition: Three member minimum to include a Chair elected by the committee.

Selection: Selected by the Lay Leadership Committee and presented to the church for approval.

Rotation: This committee shall be a standing committee.

ARTICLE IV CHURCH MEETINGS

Section 1. Worship Services

The Church shall meet regularly each Sunday morning for preaching and worshipping Almighty God. The Church shall also meet for instruction, evangelism, prayer, and fellowship, normally scheduled for Sunday and/or Wednesday evening. These meetings will be open to all people and shall be conducted under the direction of the Pastoral Staff or lay leaders. Sunday morning worship services may be canceled by the Pastoral Staff in coordination with the Chairman of the Ministry Leadership Team.

Section 2. Regular Business Meetings

The regular business meeting of this Church shall be held on the first Wednesday following the first Sunday of each quarter, unless otherwise scheduled.

Section 3. Special Business Meetings

Upon at least seven day's notice, special business meetings may be called at any time by the Senior Pastor or Chairman of the Ministry Leadership Team. The time and purpose shall be clearly stated. Notice shall be by written announcement at least once in the Church Bulletin, by two oral announcements (once in the Sunday morning worship services, and once on Wednesday evening). No business shall be discussed or acted upon except that stated in the announcements. A special business meeting for the purpose of calling a Senior Pastor or Pastoral Staff member may be held with less notice than herein required at the discretion of the Senior Pastor or Associate Pastor Search Committee.

Section 4. Leadership Team Meetings

All Leadership Team meetings will be conducted on Tuesday, at 7:00 p.m., unless otherwise announced.

Section 5. Quorum

The quorum consists of those members who attend the business meeting.

Section 6. Parliamentary Rules

The most current edition of Roberts' Rules of Order is the authority for parliamentary rules for procedure for all business meetings of the Church.

Section 7. Fiscal Year

The Fiscal Year of the Church shall run from January 1 through December 31.

Section 8. Church Year

The Church Year shall run from July 1 through June 30.

ARTICLE V. AMENDMENTS

Any amendment to these Bylaws shall be proposed in writing, with a copy to each member present at a business meeting of this Church, and voted on at the next regular or special business meeting. A majority vote of fifty-one percent or more of the members present shall be required for approval.