

VIENNA BAPTIST CHURCH BY LAWS

ARTICLE I

NAME

The name of this Church shall be the Vienna Baptist Church of Vienna, Wood County, West Virginia, organized and established on October 10, 1924, by the following resolution:

Resolved that guided as we believe by the Holy Spirit, and relying on the blessings of God, we do, here and now, by this act, constitute ourselves a regular Baptist Church, to perform His service, and to be governed by His will, as revealed in the New Testament.

ARTICLE II

PURPOSE

The purpose of this Church shall be the advancement of the kingdom of Jesus Christ. It shall seek to attain this end through public worship of God, the preaching of the Gospel, consistent Christian living by its members, personal evangelism, mission endeavor at home and abroad, Christian education, and Christian stewardship.

ARTICLE III

AFFILIATION

This Church shall cooperate with the Parkersburg Baptist Association, the West Virginia Baptist Convention, and the American Baptist Churches in the United States of America.

ARTICLE IV

MEMBERSHIP

The membership of this Church shall consist of persons who have accepted Jesus Christ as Lord and Savior, who have followed Him in the Holy Ordinance of Baptism, and who are striving to lead Christian lives.

Section 1

Admissions

Persons by a profession of faith in Christ and by an acknowledgment of His Lordship may be received into membership as follows:

- a. By baptism by immersion.
- b. By letter of recommendation from another church of like faith and order and upon baptism by immersion.

- c. By Christian experience, having been previously baptized by immersion.

Individuals may be received into the membership by vote of the Church upon the recommendation of the Pastor and the Board of Deacons.

Section 2

Duties

Members of this Church shall endeavor to:

- a. Be faithful in the spiritual duties essential to Christian life.
- b. Understand and practice Baptist principles.
- c. Attend services of the Church regularly.
- d. Give generously of their time and talent by participating in some phase of the Church's organized work and outreach.
- e. Contribute consistently and generously in support of the Church's expenses and mission efforts.

Section 3

Church Roll

The church roll shall be maintained by the Church Clerk in cooperation with the Pastor and the Board of Deacons, Classification shall be as follows:

- a. Resident

- 1. Active – Active membership entails participation in the program of the Church and attentiveness to the duties of membership. Upon uniting with the Church, all members shall be classified as active.
- 2. Inactive – Members who show a lack of interest through inattentiveness to the duties of membership for a period of two years shall be classified as inactive.

- b. Non-resident

Non-resident members are those who have moved from the local area and no longer function as active members. These members should request letters of dismissal for the purpose of uniting with churches in their new communities. Until such time, these members are urged to communicate with the Pastor or Church Clerk at least once every six months.

Members shall be notified at least 30 days in advance of a change in their classification from active to inactive.

Section 4

Dismissions

Upon the voter of the Church, members may be dismissed as follows:

- a. By letter of dismissal for members desiring to unite with other churches.
- b. By erasure upon the written request of the member.
- c. By exclusion from the Church roll in the event a member becomes unchristian in conduct or promotes discord injuring the unity and effectiveness of the Church. The action of the Church in such a case shall be at the recommendation of the Pastor and the board of Deacons.

ARTICLE V

PASTORAL AND PROFESSIONAL STAFF

Section 1

Pastor

The Pastor shall be a graduate of a seminary accredited by the American Association of Theological Schools and shall be ordained in accordance with the standards recommended by the American Baptist Churches, USA. The Pastor's credentials shall be recognized by the West Virginia Baptist Convention. The Pastor's compensation and terms of employment shall be determined in accordance with the policy developed by the Pastoral and Personnel Relations Committee and approved by the Church.

The Pastor shall watch over and guide the religious interest of the Church and perform all the services pertaining to his office. He shall endeavor to promote and develop a balanced program involving nurturing the membership, evangelism, and mission outreach.

In discharging his responsibilities the Pastor shall:

- a. Promote the spiritual growth of the Church.
- b. Conduct worship services, preach the Gospel, and administer ordinances.
- c. Pastor the membership.
- d. Act as the chief administrator of the Church.
- e. Promote the development of lay leadership.
- f. Facilitate the work of officers, boards, committees, and the Church Council.
- g. Direct and supervise the Church staff.

Section 2

Professional Staff

The Church may employ professional staff who shall work under the direction and supervision of the Pastor. Selection procedure, duties, and terms of employment shall be approved by the Church. The duties and terms of employment are subject to subsequent review and renegotiation. Refer to Article IX, Section 7, Pastoral and Personnel Relations Committee.

ARTICLE VI
CHURCH OFFICERS

Section 1

Clerk

The Clerk shall be elected annually for a term of one year or until a successor has been elected. The Clerk's duties include:

- a. Keeping accurate and complete minutes of Church business meetings.
- b. Serving as secretary of the Church Council.
- c. Maintaining the Church roll and issuing letters of dismissal.
- d. Conducting official correspondence of the Church.
- e. Preparing denominational reports.
- f. Issuing official notices of Church business meetings.
- g. Preserving records for use by the Historical and Publicity Committee.
- h. Receiving resignations from officers, board members, and committee members and promptly notifying the Pastor, the board or committee chairman, the chairman of the Nominating Committee, and the Moderator.

Section 2

Financial Secretary

The Financial Secretary shall be selected with due regard for his discretion and ability to handle confidential information. The Financial Secretary shall be elected annually for a term of one year or until a successor has been elected. The Financial Secretary's duties include:

- a. Distributing the offering envelopes and maintaining accurate and confidential records of envelope and check contributions noting the source and designated purpose.
- b. Issuing individual reports to each giver of record at the end of each quarter.
- c. Maintaining accurate records of pledges made during the stewardship campaign and assisting the Budget Proposal Committee in estimating receipts for the ensuing year.
- d. Serving as an ex-officio member of the Finance Board.

Section 3

General Church School Superintendent

The General Church School Superintendent shall be elected annually for a term of one year or until a successor has been elected. The General Church School Superintendent's duties include:

- a. Administering the Church School according to the policies established by the Board of Christian Education.
- b. Ordering and overseeing the distribution of curriculum materials.
- c. Maintaining the Church School rolls and records.
- d. Serving as an ex-officio member of the Board of Christian Education.

Section 4

Moderator

The Moderator shall be appointed by the Church Council at their January meeting and approved by the annual business meeting to serve until the next annual business meeting. The Pastor may be appointed Moderator. The Moderator's duties include:

- a. Serving as the presiding officer of the Church.
- b. Serving as chairman of the Church Council.
- c. Developing, in cooperation with the Pastor, the agenda for Church Council meetings and Church business meetings.
- d. Appointing special committees or task forces as directed by the Church Council.

Section 5

Treasurer

The Treasurer shall be elected annually for a term of one year or until a successor has been elected. The Treasurer's duties include:

- a. Receiving all general funds, including the regular offering for expenses, missions, and benevolent purposes, and other funds as directed by the Church.
- b. Disbursing funds in accordance with the procedures established by the Finance Board and approved by the Church.
- c. Maintaining accurate records of all funds entrusted to his custody in accordance with generally accepted accounting practices.
- d. Presenting a current financial statement to the Church at each quarterly business meeting and to the Finance Board and the Church Council upon request.
- e. Presenting a report at the annual business meeting to include receipts, expenditures, and a reconciliation of accounts for the preceding year.
- f. Providing records and information for audits as requested.
- g. Serving as an ex-officio member of the Finance Board.

Section 6

Assistant Officers

The Church Council may appoint assistant officers who shall assist the regular officers and/or serve in their absence. The assistant officer shall work under the direction and supervision of the Church officer. His role shall be as defined in a job description developed in consultation with the regular officer and approved by the Church Council.

ARTICLE VII

CHURCH COUNCIL

The Church Council shall be composed of all Church officers; the chairmen of boards and standing committees; the presidents of Vienna Baptist Women, Vienna Baptist Men, and the Baptist Youth Fellowship; members of the professional staff; and three congregational representatives, all of whom shall be members of the Church. One congregational representative shall be elected annually for a term of three years. Members of the professional staff shall not have voting privileges.

The Church Council's duties shall include:

- a. Having general oversight of the entire Church and acting as a coordinating body.
- b. Developing unity within the Church.
- c. Initiating the planning of Church-wide activities and projects.
- d. Providing avenues of communication for officers, boards, committees, and the Church at-large.
- e. Providing encouragement and serving as a resource for boards and committees.
- f. Reviewing plans presented by the professional staff, boards, committees, or members.
- g. Discussing and preparing important matters of business for Church action.
- h. Appointing the Moderator, the Stewardship Chairman, and the assistant officers.
- i. Nominating suitable and qualified candidates to serve as committee members and congregational representatives on the Church Council
- j. Appointing and discharging special committees.
- k. Providing for annual financial audits and additional audits as may be deemed appropriate.
- l. Having oversight in matters not specifically provided for in these bylaws.
- m. Complying with the provisions of Art. VIII, Sec. 1, in all cases to which they are applicable.

The regularly scheduled meetings of the Church Council shall be in advance of each quarterly business meeting of the Church, as designated by the Pastor or the Moderator. Special meetings may be called by the Pastor or the Moderator, individually, or by the Clerk upon the request of ten members of the Council. The Moderator shall preside at meetings of the Church Council.

ARTICLE VIII

BOARDS

Section I

General Provisions and Procedures

General provisions and procedures governing the composition, formation, organization, and function of the boards of the Church are as follows:

a. Membership, term of office, and meetings

Membership, term of office, and frequency of meetings shall be as shown in the Appendix.

b. Relationship and responsibility to the Church and Church Council

Boards shall have general supervision of the affairs entrusted to them by the Church and shall perform such other duties as are specified in these bylaws. Boards shall have the privilege of referring any matter to the Church with their recommendations. Boards shall be subject to the orders of the Church, and none of their acts shall conflict with action taken by the Church.

Boards shall cooperate with and assist the Church Council in performing its duties as defined in Article VII. Matters of business under consideration by a board that are beyond the scope routinely handled by the board or that would have an unexpected or unusual impact on the Church or another board or committee shall be submitted to the Church Council for their review and recommendation before implementation. Following review, the Church Council and/or the board may refer the matter to the Church for action with their recommendations.

c. Membership of boards with three year terms

One third of the membership of boards with three-year terms shall be elected annually. Members having served a term of more than eighteen months shall not be eligible for re-election to the same board for a period of one year.

d. Nominations and elections

The Nominating Committee shall nominate and the Church shall elect board members. Nominations and elections to fill new terms shall take place at the October business meeting, and the newly elected board members shall take office on January 1 of the following year. Members elected to fill vacated terms shall take office immediately.

e. Ex-officio members

There is no distinction between an ex-officio and an elected board member. The Pastor and the Moderator are ex-officio members of all boards. Ex-officio members of the Finance Board who serve on other boards shall be selected by their respective new boards and shall take office on January 1.

f. Election of officers

In November new boards shall elect officers for the following year at a specially called meeting. The current chairman or his representative shall call the meeting and preside at the election. Board members whose terms expire at the end of the current year are not eligible to participate in the election. Ex-officio members of a board are eligible for election to board offices.

The Finance and Trustee boards shall schedule their elections of officers to provide ample opportunity for their ex-officio members to have been selected and to participate in the election. The other boards shall cooperate by promptly selecting the ex-officio members of the Finance and Trustee boards.

g. Meetings

A quorum is required for the transaction of board business. A majority of the board members shall constitute a quorum. A majority of those present shall suffice to decide a question.

Meeting shall be governed by parliamentary procedure in accordance with *Robert's Rules of Order Newly Revised*. Meeting shall be open for attendance by members of the Church; however, boards may call executive sessions to discuss sensitive matters.

h. Resignations

If a member who has accepted a board assignment finds that he is unable to perform it, he should submit his resignation in writing to the Church Clerk. Except in extenuating circumstances, inattentiveness to the duties of the board membership for a period of three months shall constitute a resignation, and it shall become the board's responsibility to notify the member and the Church Clerk. Provisions for resignation do not apply to ex-officio members except for representatives on the Finance Board.

i. Reports – quarterly and annual

All boards shall submit a written report at each quarterly business meeting and at the annual business meeting.

Section 2

Christian Education

The Board of Christian Education shall be composed of a general chairman, a chairman of ministry with adults, a chairman of ministry with youth, a chairman of ministry with children, a chairman of leadership education, and a chairman of multi-media education, each of whom shall be elected by the Church.

The board shall be responsible for the organization, administration, and supervision of the educational program of the Church including:

- a. Discovering, enlisting, training, and appointing all Church educational workers, being sure that each teacher and officer of the Sunday Church School is a member of the Church and active in its work.
- b. Evaluating, determining, and supervising the curriculum of the educational program.
- c. Developing and interpreting the educational objectives and goals.
- d. Scheduling meetings pertaining to the educational program of the Church.

Section 3

Deacon

All Deacons shall be prayerfully selected with foremost regard for spiritual fitness, as outlined in Act 6:3 and I Timothy 3:8-13. It shall be the duty of the Deacons to assist and cooperate with the Pastor in the oversight of spiritual matters including:

- a. Administering the ordinances.
- b. Providing home communion services for those members physically unable to attend Church.
- c. Counseling and receiving new members.
- d. Visiting Church members and prospective members.
- e. Seeking to develop and improve the spiritual life of the Church family.
- f. Promoting harmony within the Church fellowship.
- g. Administering the Fellowship Offering, seeking out any financially distressed persons.
- h. Scheduling worship services and providing for speakers in the occasional absence of the Pastor.
- i. Working in cooperation with the Board of Deaconesses in carrying out these duties.

Section 4

Deaconess

All Deaconesses shall be prayerfully selected with foremost regard for spiritual fitness. It shall be the duty of the Deaconesses to assist and cooperate with the Pastor in the oversight of spiritual matters including:

- a. Preparing the table for the Lord's Supper.
- b. Assisting in the ordinance of Baptism.
- c. Visiting Church members and prospective members.
- d. Seeking to develop and improve the spiritual life of the Church family.
- e. Promoting harmony within the Church fellowship.

- f. Arranging for meals for Church families during times of bereavement.
- g. Working in cooperation with the Board of Deacons in carrying out these duties.

Section 5

Finance

All members of the Finance Board shall be selected with due regard for their ability and responsibility in executing the business and financial affairs entrusted to them by the Church. This board shall be responsible for the oversight of the financial program of the Church including:

- a. Administration of the Church budget, including cash flow management and an accounting of receipts and expenditures, a report of which shall be given at each quarterly business meeting.
- b. Participation in the annual stewardship campaign by serving on the Budget Proposal Committee.

Section 6

Floral

The Floral Board shall be responsible for:

- a. Securing floral arrangements for the Sanctuary.
- b. Delivering the floral arrangements to homes and hospitals following Church services.
- c. Sending floral messages to Church families during time of bereavement.
- d. Providing for decorations for seasonal and special occasions.

Section 7

Hostess

The Hostess Board shall be responsible for:

- a. Providing refreshments for certain social functions of the Church.
- b. Establishing policies and guidelines for the use of the kitchen.
- c. Consulting with the Board of Trustees regarding the purchase and the maintenance of kitchen equipment.

Section 8

Missions

The Board of Missions shall be responsible for coordinating and promoting the local, national, and international mission program of the Church. This board shall have the following responsibilities:

- a. Initiating a program of mission information, education, and appreciation.
- b. Developing, recommending, and administering the total mission budget.
- c. Coordinating special denominational mission offerings.

- d. Informing the Church of mission needs of the community, nation, and world, and giving specific guidance as to how the Church may respond.
- e. Serving as the liaison between the Church and the united community mission efforts.

Section 9

Music

The Music board, in cooperation with the Pastor, shall be in charge of the music program. It shall be responsible for:

- a. Selecting choir directors, pianists, and organists.
- b. Musical property, including robes, instruments, and music.
- c. Ordering music, as requested by directors and accompanists.

Section 10

Trustee

All Trustees shall be selected with due regard for their ability and responsibility in executing the business and financial affairs entrusted to them by the Church.

The duties of the Board of Trustees shall include:

- a. Providing for the oversight, upkeep, and protection of Church property. Major expenditures for additions, alterations, maintenance, or equipment shall require prior authorization by the Church before any commitment shall have been made.
- b. Employing and supervising personnel necessary for proper care of the Church property. In carrying out these duties, the Trustees shall cooperate with the Pastoral and Personnel Relations Committee and shall follow approved personnel policies.
- c. Acting upon the direction and on behalf of the Church in conducting real estate transactions, executing contracts, and creating debt or financial obligations. Refer to the procedures set forth in the Appendix.
- d. Keeping in force and effect, fire, casualty, liability, and other insurance with limits to protect the Church from an appreciable loss or liability. The Trustees shall insure that all temporary employees of the Church engaged in upkeep, maintenance, or construction are protected by Workmen's Compensation Insurance. The Trustees shall insure that contractors are adequately protected by contractor's general public liability and property damage insurance including vehicle coverage and that his employees are protected by Workmen's Compensation Insurance by requiring that certificates of insurance acceptable to the Church are filed with the Church prior to commencement of work on Church premises.
- e. Having custody and providing for the protection of significant legal documents, including, but not limited to, deeds, mortgages, notes, insurance policies, contracts, and certificates of incorporation. A complete inventory indicating the location of these documents shall be maintained on file in the Church Office. Specific documents shall be made available for review by the Pastor or a Church officer upon written request.

Section II

Ushers

During worship service and other meetings designated by the Pastor, the Board of Ushers shall be responsible for:

- a. Welcoming and seating the congregation.
- b. Receiving the offerings.
- c. Providing for the safety and security of persons and property, including emergency services.

ARTICLE IX

COMMITTEES

Section I

General Provisions and Procedures

General provisions and procedures governing the composition, formation, organization, and function of the committees of the Church are as follows:

a. Membership and term of office

Membership and term of office shall be as shown in the Appendix.

b. Relationship and responsibility to the Church and Church Council

Committees shall have general supervision of the affairs entrusted to them by the Church and shall perform such other duties as are specified in these bylaws. Committees shall have the privilege of referring any matter to the Church with their recommendations. Committees shall be subject to the orders of the Church, and none of their acts shall conflict with action taken by the Church.

Committees shall cooperate with and assist the Church Council in performing its duties as defined in Article VII, Matters of business under consideration by a committee that are beyond the scope routinely handled by the committee or that would have an unexpected or unusual impact on the Church or another committee or board shall be submitted to the Church Council for their review and recommendation before implementation. Following review, the Church Council and/or the committee may refer the matter to the Church for action with their recommendations.

c. Membership of committees with terms exceeding one year

For committees with terms exceeding one year, the number of members to be elected annually shall be the total number of elected members divided by the length of term in years. Members having served a term of more than one half of a full term shall not be eligible for re-election to the same committee for a period of one year.

d. Nominations and elections

The Church Council shall nominate and the Church shall elect committee members. Nominations and elections to fill new terms shall take place at the October business meeting, and the newly elected committee members shall take office on January 1 of the following year. Members elected to fill vacated terms shall take office immediately.

e. Ex-officio members

There is no distinction between an ex-officio and an elected committee member. The Pastor and the Moderator are ex-officio members of all standing and special committees.

f. Election of officers

In November new committees shall elect officers for the following year at a specially called meeting. The current chairman of his representative shall call the meeting and preside at the election. Committee members whose terms expire at the end of the current year are not eligible to participate in the election. Ex-officio members of a committee are eligible for election to committee offices.

g. Meetings

A quorum is required for the transaction of committee business. A majority of the committee members shall constitute a quorum. A majority of those present shall suffice to decide a question.

Meetings shall be governed by parliamentary procedure in accordance with *Robert's Rules Of Order Newly Revised*. Meetings shall be open for attendance by members of the Church; however, committees may call executive sessions to discuss sensitive matters.

h. Resignations

If a member who has accepted a committee assignment finds that he is unable to perform it, he should submit his resignation in writing to the Church Clerk. Except in extenuating circumstances, inattentiveness to the duties of committee membership for a period of three months shall constitute a resignation, and it shall become the committee's responsibility to notify the member and the Church Clerk. Provisions for resignation do not apply to ex-officio members.

i. Reports – quarterly and annual

All committees shall submit a written report at each quarterly business meeting and at the annual business meeting.

Section 2

Bylaws

Proposals to amend the bylaws will be received by the Bylaw Committee for review and recommendation. The committee shall be responsible for preparing the bylaw amendment and giving notice by submitting the amendment in writing at a business meeting at least one month prior to action on the amendment.

Section 3

Church Beautification and Special Gifts

The Church Beautification and Special Gifts Committee shall have oversight in matters related to memorial and special gifts and shall serve in an advisory capacity in matters affecting the appearance of the Church and the grounds.

Its duties shall include:

- a. Administering funds for memorial and special gifts.
- b. Developing, for Church Council review and Church approval, a list of suggested gifts for donor consideration.
- c. Evaluating the donor's proposed gift and submitting their recommendations for Church Council review and Church acceptance.
- d. Working with the Historical and Publicity Committee in maintaining records of memorial gifts and in giving appropriate recognition for memorials through displays, plaques, and markers.
- e. Evaluating with respect to esthetic considerations and tastefulness proposed improvements to the existing building, furnishings, or landscaping and submitting their recommendations for Church Council review and Church consideration.
- f. Securing, upon recommendation of the Church Council and action of the Church, the professional services of interior designers and/or architects to advise the Church in matters related to the appearance of the Church and the grounds.

Section 4

Historical and Publicity

The Historical and Publicity Committee shall have oversight in matters related to the history of the Church and shall coordinate publicity. The duties of the committee shall include:

- a. Preserving documents, pictures, and artifacts related to Church events and maintaining suitable displays thereof. Fireproof storage shall be provided for articles considered significant and irreplaceable.
- b. Preparing and publishing an annual historical report. The report for the preceding year shall be available for Church adoption by the anniversary date, October 10.
- c. Preparing a book covering each 5 year period of history. The book for the preceding 5 year period shall be available for Church adoption by the anniversary date, October 10.
- d. Working with the Church Beautification and Special Gifts Committee in maintaining records of memorial gifts and giving appropriate recognition for memorials through displays, plaques, and markers.
- e. Publicizing regular and special events.
- f. Managing permanent and temporary outdoor signs
- g. Arranging for a pictorial directory of the Church family as needed.
- h. Submitting articles for denominational publications.

Section 5

House

The House Committee shall have oversight in matters related to the use of the Church facilities by individuals and groups for weddings, receptions, funerals, and for purposes unrelated to the Church program. Their duties shall include:

- a. Establishing policies and scheduling the use of the facilities.
- b. Considering all requests and setting fees for the use of Church facilities.

Section 6

Nominating

The Nominating Committee shall seek out suitable and qualified candidates to serve as Church officers and board members, giving prayerful consideration to the end that the unity and effectiveness of the Church shall be maintained. The Committee shall provide each prospective nominee with sufficient information to enable him to make an informed decision regarding the acceptance of a nomination. In carrying out its assignment, the Committee may avail itself of the advice and services of the Pastor, officers, members of boards and committees, and the congregation at large.

The report of the Nominating committee shall be published in a newsletter and/or bulletin and be publicly posted on the Church bulletin board at least two full weeks prior to the annual election.

Section 7

Pastoral and Personnel Relations

Regarding *pastoral relations*, it shall be the objective of the Pastoral and Personnel Relations Committee to maintain and preserve a creative relationship between the Church and its Pastor. In meeting this objective, the committee shall:

- a. Strengthen Pastor-people relationships through mutual exploration of the role of pastoral leadership.
- b. Foster constructive communication between the congregation and its pastoral leadership.
- c. Act as a channel regarding congregational reactions to the Pastor's leadership and for the Pastor's reactions to the congregation's responsiveness to his leadership.

- d. Focus the congregation's attention on its responsibility for the Pastor's professional and personal well-being.
- e. Review annually the Church's responsibility for the Pastor's compensation.
- f. Counsel with the Pastor regarding continuing education.
- g. Develop and recommend policies for Church Council review and Church approval regarding salaries, benefits, sick leave, holidays, vacations, and termination.

Regarding *personnel relations*, it shall be the objective of the committee to maintain and preserve a constructive relationship between the Church and its employees. The committee, working in consultation with the Pastor, shall:

- a. Strengthen employee-Church relationships through mutual exploration of the role of the employee.
- b. Act as a channel regarding Church reactions to the employees; effectiveness and the employees' reactions to the Church's expectations.
- c. Evaluate staff needs and make recommendations for staff development for Church Council review and Church approval.
- d. Seek to facilitate personnel changes, giving due regard to the welfare of the departing staff member.
- e. Encourage and promote constructive relationships among staff members.
- f. Develop and recommend policies for Church Council review and Church approval regarding the following:
 - 1. Designation of supervisory responsibility and identification of organizational relationships.
 - 2. Methods of employment and termination.
 - 3. Preparation and review of job descriptions.
 - 4. Annual evaluation of employee effectiveness.
- g. Develop and recommend policies for Church Council approval regarding salaries, benefits, sick leave, holidays, and vacations.

Section 8

Sound

The Sound Committee shall have oversight of the sound system. Their duties shall include:

- a. Operating the sound system.
- b. Enlisting, training, and assigning duties to sound room technicians.
- c. Recording worship services.
- d. Notifying the Board of Trustees of maintenance requirements of the sound system.

Section 9

Stewardship

The Stewardship committee shall promote and encourage Christian stewardship and shall plan and execute the stewardship programs of the Church. Their responsibilities shall include:

a. Development and Education

The committee shall promote the principles of Christian stewardship and encourage the membership to be responsible stewards of their time, talent, and financial resources for the support and upbuilding of the kingdom.

b. The Stewardship Campaign

The committee shall be responsible for underwriting the Church budget through an annual stewardship campaign. No later than July, they shall nominate and the Church Council shall appoint a Stewardship Campaign Chairman to lead the campaign. The committee under his leadership shall plan, organize, and execute the campaign.

b. The Budget Proposal

The Budget Proposal Committee shall consist of the Church Council, the Stewardship Committee, and the Finance Board. The committee shall formulate a budget proposal for the succeeding calendar year and present it to the congregation. Following the stewardship campaign but no later than December, the committee shall submit the final budget proposal for adoption by the Church.

Section 10

Transportation

It shall be the duty of the Transportation Committee to arrange transportation for various Church related activities and to supervise the operation of Church vehicles.

Their responsibilities shall include:

- a. Establishing policies for Church Council approval.
- b. Developing sources of transportation and having ready access to them, i.e., volunteers, other churches, organizations, rentals, and charters.
- c. Informing Church groups of transportation policies and procedures.
- d. Scheduling transportation.
- e. Insuring the safety and welfare of passengers.
- f. Insuring that insurance coverage is in force with limits to adequately protect drivers, passengers, and the Church.
- g. Approving drivers.
- h. Maintaining Church owned vehicles.

Section 3

Quorum and Vote

A quorum for the transaction of business at any business meeting of the Church shall be twenty-five members who are eligible to vote on the matters of business before the Church. The united action of at least thirteen members or the majority vote of the members present and voting, whichever is larger, shall constitute a deciding vote in any meeting of the Church. In matters requiring a two-thirds vote, the united action of at least seventeen members or two-thirds of the members present and voting, whichever is larger, shall constitute a deciding vote.

Section 4

Voting Eligibility

Except as hereinafter specified, all members shall be eligible to vote at business meeting and elections. When the question before the Church relates to the purchase, sale, or mortgaging of real estate, only members who are of legal age shall be entitled to vote.

ARTICLE XII

NOMINATIONS AND ELECTIONS

Nominations and elections to fill new terms shall take place at the October business meeting, and the newly elected officers, board members, and committee members shall take office on the first of January of the following year. Members elected to fill vacated terms shall take office immediately.

The Nominating Committee shall nominate Church officers and board members. Committee members and congregational representatives on the Church Council shall be nominated by the Church Council. Nominations to fill vacancies shall be made in like manner. Only members of the Church who have agreed to serve if elected are eligible for nomination to elective positions.

Nominations shall be published in a newsletter and/or bulletin and be publicly posted on the Church bulletin board at least two full weeks prior to the annual elections.

It shall be the privilege of any member of the Church to make other nominations by filing with the Church Clerk a written nomination signed by the nominator and the nominee. A list of nominees and nominators shall be posted on a bulletin board near the Church Office. Nominations shall be closed on the Friday prior to the election.

The election shall be by ballot except in cases where the candidates are unopposed.

Section 4

Extending the Call

The motion to extend the call shall be brought before the Church at a special business meeting. It shall be in writing and cover terms of employment, compensation, and other conditions of the call.

Upon the favorable vote of the Church, an official letter of call shall be sent to the candidate stating all terms. This letter, signed by the Clerk and the Moderator, shall be sent within one week following the call and shall become the legal contract between the Church and its Pastor. To accept the terms of employment, the Pastor shall sign a copy of the letter and return it to the Clerk.

Section 5

Installation Service

The committee shall schedule and plan an installation service for the new Pastor.

Section 6

Transition Period

The committee shall work in cooperation with the Pastor and Personnel Relations Committee to insure a smooth transition.

Section 7

Discharge of the Committee

The committee shall be discharged sixty days following the date the Pastor assumes his duties or at the time the Church deems it to be in its best interest.

ARTICLE XIV

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Church in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the Church may adopt.

ARTICLE XV

AMENDMENT OF BYLAWS

The bylaws can be amended at any business meeting of the Church by a two-thirds vote, provided the amendment (1) has been processed in accordance with the provisions of Article IX, Section 2, Bylaw Committee, (2) has been submitted in writing at a business meeting at least one month earlier, and (3) an announcement of the amendment has been made at the morning worship service on two consecutive Sundays immediately prior to action on the amendment. A motion to amend the bylaws is open to amendments that diminish the amount of change, but not to amendments that increase it or that introduce new changes. General revisions require special treatment as described in *Robert's Rules of Order Newly Revised Amendment Of Bylaws*.

APPENDIX

BOARDS

Board	Membership		Monthly Meetings
	Elected Members	Ex-officio Members	
	Minimum Number	Term (Years)	
Christian Education	6	3	General Church School Superintendent x
Deacon	15	3	x
Deaconess	15	3	x
Finance	6	3	Treasurer Financial Secretary One member of each of the following boards: Christian Education Deacon Mission Trustee x
Floral	3	1	
Hostess	7	1	
Mission	6	3	x
Music	6	3	x
Trustee	6	3	Chairman, Hostess Board x
Usher	36	1	

APPENDIX
COMMITTEES

Committee	Membership		
	Elected Members		Ex-officio Members
	Minimum Number	Term (Years)	
Bylaw	4	1	
Church Beautification & Special Gifts	5	5	
Historical & Publicity	6	3	
House	0		The chairmen of the following boards: Christian Education Deacon Hostess Trustee
Nominating	6	3	
Pastoral & Personnel Relations	6	3	
Sound	2	1	One member of each of the following boards: Deacon Music Trustee
Stewardship	6	2	
Transportation	4	1	One member of the Board of Trustees

APPENDIX

ELECTION OF A PASTORAL SELECTION COMMITTEE

The Pastoral Selection Committee shall be elected at a business meeting of the Church.

Section 1

Nominations

The Board of Christian Education, the Board of Deacons, and the Pastoral and Personnel Relations Committee shall each make one nomination for the corresponding position on the committee. At least two weeks prior to the election, their nominations shall be announced. The announcement shall be made during the Sunday worship service and shall appear in the Sunday bulletin.

The Church Clerk shall receive from the membership, written nominations for the board, committee, and at-large members, signed by the nominator and the nominee. A list of the nominees and nominators shall be posted on a bulletin board near the Church Office. Candidates may accept only one nomination. Nominations shall be closed on the Friday prior to the election.

Nominations shall be announced from the pulpit during the worship services on the Sunday immediately prior to the election.

Sample Form

NOMINATION FOR PASTORAL SELECTION COMMITTEE	
I hereby nominate _____	
as a (check one) _____ Member-at-large, _____ Board of Christian Education, _____ Board of Deacons, or _____ Pastoral and Personnel Relations Committee member of the Pastoral Selection Committee.	
Signed _____ Nominator	Date _____
Accepted by:	
Signed _____ Nominee	Date _____

APPENDIX

Section 2

Filling Board and Committee Positions

At the election the board and committee positions on the Pastoral Selection Committee shall be filled first. If there are more than two nominees for any board or committee position, two ballots shall be taken for that position. Each voter may vote for one candidate for each position appearing on the first ballot. The two candidates receiving the greatest number of votes for each position on the first ballot shall constitute the slate for that position on the second ballot.

The candidates receiving the greatest number of votes for the respective positions on the second ballot shall be elected. The remaining nominees from the first and second ballot shall become candidates as members-at-large. The Church Council shall nominate, and the Church shall elect persons to fill vacancies that may occur among the board and committee positions.

Section 3

Filling Member-At-Large Positions

In electing members-at-large, two ballots shall be taken, and each voter may vote for as many as four candidates on each ballot. The eight candidates receiving the greatest number of votes on the first ballot shall constitute the slate for the second ballot. The four candidates receiving the greatest number of voters on the second ballot shall become the members-at-large. The remaining candidates from the second ballot shall become alternates, in order of their vote, to fill vacancies that may occur among the at-large members.

PROCEDURES FOR CONDUCTING REAL ESTATE TRANSACTIONS AND CREATING DEBT

- a. Proposals to conduct real estate transactions or to create debt shall first be submitted to the Church Council for their review.
- b. The Church Council shall refer the proposal to the Church for action with their recommendations.
- c. The Board of Trustees and/or the Board of Finance upon the direction of the Church shall make the necessary arrangements.
- d. Notice to the congregation shall be publicly read in full detail at the morning worship service on two consecutive Sundays.
- e. Final authorization and directions to the Board of Trustees and/or the Board of Finance shall come at a business meeting of the Church held within one month after the date of the second public reading of the notice to the congregation.
- f. If the proposal is to borrow from existing Church funds, requirements (d) and (e) may be waived.

BYLAW AMENDMENTS

These bylaws were adopted by the Church on July 16, 1986.

The following bylaw amendments were approved by the Church on August 5, 1987 and have been incorporated into this edition of the bylaws.

	<u>DATE</u>	<u>ARTICLE</u>	<u>SECTION</u>	<u>CHANGE</u>
1.	8-5-87	IX – Committees	6 – Long Range Planning	New section
2.	8-5-87	IX – Committees	9 – Sound	New section
3.	8-5-87	Appendix	Committees	Added Long Range Planning & Sound Committees
4.	8-5-87	VII – Church Council	---	Corrected wording
5.	8-5-87	IX – Committees	6 -- 11	Renumbered

Space is provided below for your convenience in listing bylaw amendments approved after January 1, 1988.

	<u>DATE</u>	<u>ARTICLE</u>	<u>SECTION</u>	<u>CHANGE</u>
6.	4-15-09	Article IX	Section 6	Long Range Planning Committee deleted
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

Please use the reverse side of this page for listing additional amendments and/or making notes. A pocket is provided inside the back cover for storage of amendments and other materials.

