

**CONSTITUTION OF COLLEGE PARK BAPTIST CHURCH, INC.
DOING BUSINESS AS CHURCH ON THE DRIVE—
A COOPERATIVE BAPTIST FELLOWSHIP
Orlando, Florida**

PREAMBLE

Having united as a free church, we proclaim ourselves to be Christians who are distinctively Baptists. To secure the principles of our faith, to govern the body in an orderly manner, and to preserve the liberties of each individual Church member, we adopt for our government and method of service the following articles.

ARTICLE I. NAME, INCORPORATION, AND AFFILIATION

Section 1. *Name.* This congregation shall be known as College Park Baptist Church, Incorporated, of Orlando, Florida, located at 1914 Edgewater Drive, doing business as Church on the Drive—A Cooperative Baptist Fellowship.

Section 2. *Incorporation.* The Church, having been organized on March 4, 1928, was incorporated on June 7, 1928, in accordance with the laws of the State of Florida and is a not-for-profit organization.

Section 3. *Affiliation.* The Church's government is vested in the body that composes its membership, but because its ministry is worldwide, it recognizes its obligation and privilege to cooperate with other religious bodies having the same general objectives. It shall therefore cooperate with selected Baptist associations, conventions, fellowships, assemblies, and alliances that are compatible with the purpose and mission of the Church.

ARTICLE II. PURPOSE AND MISSION

The Church exists to advance the kingdom of Jesus Christ and fulfill the Great Commission (Matthew 28:19–20) through evangelism, worship, discipleship, fellowship, missions, and ministry.

ARTICLE III. CHARACTER

Section 1. *Polity.* The government of the Church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation that are common among Baptist churches.

Section 2. *Doctrine.* The Church accepts the Bible as its authority in matters of faith and practice. Its understanding of Christian truth as contained in the Bible is in accord with the 1963 "Baptist Faith and Message" and its preface.

ARTICLE IV. CHURCH COVENANT

1. Having been led by the Spirit of God into a covenant relationship with Jesus Christ our Lord and Savior, we commit ourselves, with the aid of the Holy Spirit, to this covenant in the Christian fellowship of Church on the Drive—A Cooperative Baptist Fellowship.
2. We pledge ourselves to share the teachings of Christ with our families, our community, and our world. We also pledge to support the ministries and activities of the Church through faithful attendance, dependable stewardship, and active service.
3. We commit ourselves to growth in Christian maturity through prayer, Bible study, witnessing, and aiding each other in times of need. We shall avoid such attitudes and actions as the idolatry of material possessions, dishonesty, immorality, slander, and profane conversation. We shall refrain from any indulgence or practice that will harm our bodies or weaken our witness.
4. We shall strive for Christ-centered homes with family devotions, spiritual nurture of children, and loving respect for each family member. We shall apply Christian ethics in all areas of life and shall exercise civility and Christian love in our relations with all people.
5. Furthermore, we shall practice obedience to civil authority insofar as it does not conflict with our Christian conscience and seek to correct whatever evils we find in government and society.
6. We further engage to live within this fellowship in an attitude of selfless love, always sympathetic, slow to take offense, and eager to achieve reconciliation. We shall cooperate with other groups so long as there is no compromise of our Christian witness.
7. We also pledge that upon relocation to another area, we shall seek membership in another church where we can remain active in the Lord's work.

ARTICLE V. ORDINANCES

Section 1. *Definition.* The ordinances of the Church, as set forth in the Bible, are Baptism and the Lord's Supper.

Section 2. *Baptism.* The ordinance of Baptism shall be by immersion of the professed believer in obedience to the command of Christ. Baptism may be administered by any ordained Church staff member or, with the approval of the Pastor or the Chair of the Deacon Council when the Church is without a pastor, any person of like faith and order.

Section 3. *Lord's Supper.* The ordinance of the Lord's Supper shall be observed at a worship service with such frequency as the Church shall determine. The Lord's Supper shall be open to all professing Christians. The Pastor or anyone the Deacon Council authorizes shall preside at the Table and shall be assisted by the Deacon Council. This ordinance may also be observed at places other than in the Church facilities.

ARTICLE VI. AMENDMENTS, INTERPRETATION, AND RECORDING

Section 1. *Precedence.* This Constitution, adopted by the Church in a regular business meeting, shall supersede all prior resolutions, precedents, and actions of the Church that are within the scope of this document. Legal documents, contracts, and transactions are excluded but shall be in harmony with the principles and spirit of this Constitution.

Section 2. *Proposing Amendments to the Constitution.* Amendments may be taken directly to the Church at any regular business meeting by any individual or any group within the membership. After an amendment is proposed, the Constitution Committee shall review the amendment to ensure proper formatting and to determine the effect of the amendment upon other parts of the Constitution and upon the Policies and Procedures Manual.

Section 3. *Amendment Procedure.* The Constitution may be amended by a vote of two-thirds of the members present and voting at a regular or special business meeting, provided the amendment shall have been presented in writing at a previous regular or special business meeting and a date of consideration announced at the time of offering.

Section 4. *Interpretation.* Interpretation of the meaning and intent of this Constitution shall be the responsibility of the Church upon recommendation of the Constitution Committee.

Section 5. *Recording.* A current and complete version of the Constitution, reflecting all amendments approved by the Church, shall be kept by the Church Clerk and the Church office, to be available upon request.

ARTICLE VII. MEMBERSHIP

Section 1. *Admission.* Anyone may request to become a member of the Church. Applicants may be received by a majority vote of members present at any regular business meeting in any of the following ways:

- a. *Baptism.* Baptism by immersion following a profession of faith in Jesus Christ as Savior and Lord shall be administered to all persons baptized by our church, except when valid medical, physical, or emotional reasons exist and are agreed to by the Pastor or the Deacon Council.
- b. *Letter.* By promise of a letter of recommendation from another Baptist church.
- c. *Statement.* By statement of prior conversion experience and Baptism by immersion in a church of like doctrine.

Section 2. *Responsibilities.* Members are expected to honor the Church Covenant, as set forth in Article IV, as a worthy ideal of Christian living.

Section 3. *Discipline*

- a. Every reasonable measure will be taken to assist any member whose words or actions are inconsistent with the Church Covenant. Redemption rather than punishment should be the prevalent attitude of one member toward another.
- b. Should some serious condition or behavior exist that would cause a member to become a detriment to the general welfare of the Church, every reasonable measure will be taken by the Pastor and the Deacon Council to resolve the problem. All such proceedings shall be in accordance with Matthew 18:15–17 and pervaded by a spirit of Christian kindness and forbearance.
- c. If reasonable measures are insufficient to resolve the problem, the Deacon Council may issue a verbal or written reprimand to a member.
- d. But, finding that the welfare of the Church will best be served by the expulsion of the member, the Church may take this action by recommendation of the Deacon Council and by a majority vote of the members present at a regular or special business meeting.
- e. Any person whose membership has been terminated due to expulsion from the Church may request to be restored to membership by a majority vote of the Church upon evidence of the former member's repentance and reformation.

Section 4. *Removal.* Membership shall be ended in the following ways:

- a. Death
- b. Upon joining another church
- c. Expulsion by action of the Church

ARTICLE VIII. OFFICERS

Section 1. *Composition and Requirements*

- a. *Composition.* The officers of the Church shall consist of the Pastor, the Deacons, the Church Clerk, the Trustees, the Treasurer, the Moderator, and the Parliamentarian.
- b. *Requirements.* All officers shall be members of the Church and shall be elected by and accountable only to the Church.

Section 2. *Pastor*

a. Duties

- (1) The Pastor shall preach the Gospel, to reach people for Christ and spiritually strengthen the membership, administer the ordinances, and exercise spiritual watchcare over the Church and the community.
- (2) The Pastor shall be in charge of the pulpit at all times.
- (3) The Pastor shall be the administrative officer of the Church.
- (4) The Pastor shall lead the Church to fulfill its purpose and mission by working collaboratively with the Church's officers, councils, committees, and teams.
- (5) The Pastor shall be responsible to the Church in consultation with the Deacon Council.

b. *Call.* The Pastor shall be called by at least a three-fourths majority vote of the members of the Church present at any regular meeting called for that purpose and shall remain in office as long as both parties are agreed.

c. Termination of Office

- (1) The Pastor may relinquish the office of Pastor by giving at least thirty days' notice to the Church at the time of resignation.

(2) The Church may declare the office of Pastor to be vacant.

(a) Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

(b) The meeting may be called upon recommendation of a majority of the Deacon Council or by written petition signed by not less than one-fourth of the Church members.

(c) The moderator of this meeting shall be the Chair of the Deacon Council. In the event the Chair of the Deacon Council is absent, a moderator shall be designated by majority vote.

(d) The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members present shall be necessary to declare the office vacant.

d. *Succession.* Whenever the office of Pastor becomes vacant, two committees shall be elected by the Church at a business meeting: a Pulpit Supply Committee and a Pastor Search Committee.

(1) *Pulpit Supply Committee.* The Pulpit Supply Committee shall be responsible for filling the pulpit. In consultation with the Deacon Council, the committee may recommend to the Church an Interim Pastor, who shall be elected by the Church at a business meeting. The committee shall work closely with the Pastor Search Committee and ministerial staff responsible for the weekly worship services.

(a) *Membership.* The committee shall be composed of the Vice Chair of the Deacon Council and two members of the Church.

(b) *Selection.* The Nominating Committee, in consultation with the Vice Chair of the Deacon Council, shall submit to the Church two nominees. The nominees shall be elected by the Church at a business meeting.

(c) *Leadership.* The Vice Chair of the Deacon Council shall serve as chair of this committee.

(2) *Pastor Search Committee.* The Pastor Search Committee shall be solely responsible for evaluating candidates for the office of Pastor and making recommendations to the Church concerning the calling of a Pastor. The committee shall bring to the Church only one candidate at a time for consideration.

(a) *Membership*

(i) The committee shall be composed of the Chair of the Deacon Council, the Chair of the Personnel Committee, and seven persons broadly representing the membership of the Church.

(ii) Of the nine members, at least three shall be women, at least three shall be men, at least two shall be under thirty-five years of age, and at least two shall be over fifty-five years of age.

(b) *Selection*

(i) Written nominations shall be solicited from the members of the Church.

(ii) All nominations shall be reviewed by the Deacon Council. The Deacons shall confirm the willingness of each nominee to serve.

(iii) The Deacon Council shall submit to the Church seven nominees who, along with the Chair of the Deacon Council and the Chair of the Personnel Committee, meet the representation requirements of (a) (ii) above. The Deacon Council shall designate one of the seven nominees as chair.

(iv) The nominees and designated chair shall be elected by the Church at a business meeting.

(c) *Maintaining committee membership.* In the event one of the members cannot serve, the Church shall elect a replacement in keeping with the process above.

(d) *Leadership.* This committee shall elect its leaders, other than the chair.

(e) *Meetings.* All meetings of the committee shall be closed.

Section 3. Deacons

a. *Selection.* Deacon nominees shall be selected based on the qualifications as set forth in the New Testament (1 Timothy 3:8-13) and their acceptance of the standards of conduct contained in the Deacon Covenant.

b. *Composition.* The Church may have up to thirty (30) Deacons during the church year. A requisite number of Deacons for the next church year shall be determined by the active Deacon Council. The Church shall elect the requisite number of Deacons each year to a three-year term unless vacancies are being filled. No person shall be eligible for re-election until at least one year has intervened.

c. *Vacancies.* Vacancies occurring among the active Deacons between annual election periods may be filled at any time during the year as recommended by the Deacon Selection Committee and elected by the Church body.

d. *Election*

(1) *Nomination.* In the month of January of each year, names of nominees shall be solicited from the Church membership. These names shall be collected and provided to the Deacon Selection Committee. The Deacon Selection Committee shall be comprised of the Pastor, the Chair of the Deacon Council, the Chair of the Nominating Committee, three Deacons, and two members of the Nominating Committee. The Pastor serves as a non-voting consultant.

(2) *Qualification.* In the month of February, the Deacon Selection Committee shall verify the eligibility of each nominee for membership on the Deacon Council. Eligibility shall be determined based upon the nominees having met the requirements of having at least one year's membership in the Church and not having just rotated off the Deacon Council. Current church staff members shall not serve as Deacons. After eligibility has been verified, the resulting list of nominees shall be prayerfully reviewed and prioritized by the Deacon Selection Committee to determine that each nominee has the biblical qualifications and standards of conduct for Deacons as stated above in section 3a. The Deacon Selection Committee shall use the prioritized list to contact the number of nominees needed to fill the vacancies on the Deacon Council to confirm their willingness to serve and to accept the Deacon Covenant as a standard of conduct. The final list of qualified and willing nominees shall be presented to the Deacon Council at the March Deacons' meeting. The Ordination Council shall meet with nominees not previously ordained. The list shall then be given to the Nominating Committee for election by the Church.

(3) *Election Process*

(a) During a subsequent business meeting the Chair of the Nominating Committee shall present the list of nominees for election by the Church. A copy of the list shall be provided to every member present so that it can be marked as a secret ballot and collected for counting.

(b) The ballots shall be counted by persons designated by the Moderator. Election shall require a majority affirmative vote of the Church body as determined by the total number of ballots cast.

e. *Beginning of Service and Ordination*

(1) Newly elected Deacons will begin their service on June 1 of each year.

(2) Those newly elected Deacons who have not been previously ordained will be ordained and asked to share their testimony with the Church body during an ordination service.

f. *Duties.* In accordance with the meaning of the word *diakonos* and the practice of the New Testament, Deacons are to be servants of the church. Accordingly, the Deacons' areas of ministry shall be as follows:

(1) To set a commendable example in good church membership, in sound doctrine, in high morals, in active outreach, and in adherence to the principles of the Church and Deacon Covenants

(2) To be a minister to the Church family in performing ministerial tasks and caring for Church members and other persons in the community. Deacons shall administer the Lord's Supper

(3) To be a spiritual leader actively involved in the work of the Church. The Deacon shall encourage and assist the Ministerial Church Staff and shall be available for special needs in the absence of the Ministerial Church Staff

(4) To provide counsel to the Church and Ministerial Staff on matters of polity, business, and disputes

(a) The following items originating in a church organization shall be presented for information and comment by the Deacons prior to presentation to the Church:

(i) property acquisitions and disposals

(ii) major capital expenditures

(iii) church budget and changes thereto

(iv) changes in Ministerial Church Staff

(b) Each Deacon shall freely confer with the Pastor or other staff members concerning matters that, in the Deacon's judgment, should be handled in private.

(5) To be a representative of the Church members as a deliberative body and for a source of information to the Ministerial Church Staff as to the needs and desires of the fellowship. Deacons shall be sensitive to members' Church-related problems with a view toward promoting the harmony and welfare of the fellowship.

(6) The Deacon Council shall maintain the Church's Policies and Procedures Manual as specified in Article XV.

g. Organization

(1) The officers of the Deacon Council shall be a Chair, a Vice Chair, and a Secretary. These officers shall be elected at the annual May meeting and may serve a maximum of two consecutive years.

(2) The Chair shall appoint a Deacon Officer Nominating Committee no later than the March meeting. The committee shall present at least one nominee for each office, and nominations from the floor shall be solicited. Open or secret ballot shall be at the option of those present. A majority of those present and voting shall be required for election.

(3) The Chair may appoint special committees from the Deacon Council as the need arises.

h. Conduct of Business

(1) All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

(2) The quorum for the conduct of business shall be a simple majority of the active Deacon roll.

Section 4. Church Clerk

a. Selection. Prior to the beginning of the Church year, nominations for the office of Church Clerk and Assistant Clerk shall be presented by the Nominating Committee to the Church for election.

b. Duties.

(1) The Church Clerk, in collaboration with the Church support staff, shall be responsible for maintaining records of official Church business in both print and digital formats.

(2) The Church Clerk shall keep a record of the proceedings of the Church business meetings, to be published and approved at each subsequent regular business meeting.

(3) The Church Clerk shall be responsible for the official Church membership register, with the dates of admission, dismissal, or death of the members. The Clerk shall issue and sign letters of dismissal voted by the Church.

(4) The Church Clerk shall keep a current record of baptisms.

(5) The Church Clerk shall serve as an ex officio member of the Constitution Committee and the History Team.

c. *Assistant Clerk.* The Assistant Clerk shall aid the Church Clerk in all matters pertaining to the office.

Section 5. Trustees

a. *Number and Selection.* There shall be three Trustees. Prior to the beginning of the new Church year, a single nomination for Trustee shall be presented by the Nominating Committee to the Church for election. Election shall be for a three-year term, after which the Trustee will rotate off for at least one year.

b. *Organization.* The third-year Trustee shall be Chair; the second-year Trustee shall be Vice Chair; and the first-year Trustee shall be Secretary.

c. *Duties.* Trustees are the corporate officers of the Church and the legal custodians of all Church property.

(1) They will hold in trust the property of the Church, but shall have no power to buy, sell, mortgage, lease, or transfer any property without authorization by the Church.

(2) Signatures of any two Trustees shall be necessary to formalize any relevant business transaction approved by the Church.

d. *Authority.* All powers and duties of the Trustees shall conform to the laws of the State of Florida.

Section 6. Treasurer

a. *Selection.* Prior to the beginning of the new Church year, nominations for the office of Treasurer shall be presented by the Nominating Committee to the Church for election.

b. *Duties*

(1) The Treasurer shall be responsible for the receipt and disbursement of all Church funds, as designated by the Finance Committee.

(2) The Treasurer shall render a quarterly report to the Church of all funds received, stating the object for which the various amounts were paid out, and the balance on hand at the time the report is rendered. The Treasurer shall publish a monthly report of receipts and disbursements.

(3) The Treasurer shall serve as a non-voting member of the Finance Committee.

Section 7. Moderator

a. *Selection.* Prior to the beginning of the new Church year, the nomination for the office of Moderator shall be presented by the Nominating Committee to the Church for election. The nominee shall be selected on the basis of leadership ability and knowledge of parliamentary procedure and this Constitution.

b. *Duties*

(1) The Moderator shall preside at all business meetings in accordance with Article X. The Moderator shall call a meeting to order, announce the business that is to be acted upon, put to a vote all questions that arise in the course of the proceedings, and announce the result of the vote.

(2) The Moderator shall maintain order and decorum and remain impartial in all discussions.

(3) The Moderator shall govern meetings in accordance with parliamentary procedure and set the example of strict conformity thereto.

c. *Restrictions*

(1) Should the Moderator wish to speak on an issue, the Moderator must relinquish the chair and may appoint a Moderator *pro tempore*. The Moderator can only vote if there is a tie.

(2) Any member of the Church may appeal rulings of the Moderator. If there is a second to the appeal, the issue is now in the hands of the Church, and the Moderator shall have the members vote on whether the decision of the Moderator is sustained.

Section 8. Parliamentarian

a. *Selection.* Prior to the beginning of the new Church year, the Nominating Committee shall present a nominee to the Church. The nominee shall have knowledge of parliamentary procedure and of this Constitution.

b. *Duties*

(1) During business meetings, the Parliamentarian shall advise the Moderator and members of the Church on matters of parliamentary procedure. The Parliamentarian shall call to the attention of the Moderator any errors in the proceedings that may affect the substantive rights of any member or may otherwise do harm. The Parliamentarian may advise the Moderator upon request or by initiative.

(2) When the Church is not in session, the Parliamentarian, upon request, will advise the Moderator or others, particularly as the advice pertains to the transaction of business.

(3) The Parliamentarian shall serve as a non-voting member of the Constitution Committee.

c. *Restriction.* The Parliamentarian shall not make motions, debate issues, or vote except when the church votes by ballot.

Section 9. *Delegation of Duties*

a. The Church staff shall assist the officers by performing such functions as receiving, recording, and transmitting records of official church business; recording the proceedings of the Church business meetings; maintaining the official Church membership register; and providing the Chair of each ad hoc committee with a copy of the resolution under which the committee was appointed and a list of the names of which it consists.

b. The Church and its officers, however, shall retain the powers and duties provided in the Constitution.

ARTICLE IX. MINISTERIAL AND SUPPORT STAFF

Section 1. *Ministerial Staff*

a. *Employment.* The Personnel Committee, in counsel with the Pastor, shall recommend to the Church the employment of Ministerial Staff. The designation of ministerial staff shall be made at the time of employment and added to the minister's job description.

b. *Discipline.* If a member of the ministerial staff is accused of unchristian conduct, the Deacon Council and the Personnel Committee shall provide counsel and, if necessary, may take appropriate action, up to and including termination.

Section 2. *Support Staff.* The Personnel Committee, in counsel with the Pastor, shall employ or terminate Support Staff, within the limits of the budget. The designation of support staff shall be made at the time of employment and added to the staff member's job description.

ARTICLE X. SERVICES AND MEETINGS

Section 1. *Regular Worship Services*

- a. The Church shall gather each Sunday morning for the worship of God. The worship services shall regularly include preaching, evangelism, giving, singing, and the ordinances of the Church.
- b. The worship services shall be open to all people.
- c. The worship services shall be conducted under the direction of the Pastor.

Section 2. *Special Services.* Additional services that promote the purpose and mission of the Church may be coordinated by the Pastor and the ministerial staff responsible for the weekly worship services.

Section 3. *Christian Education.* Time shall be set aside each Sunday morning and throughout the week for Bible study and discipleship training for all ages.

Section 4. *Regular Business Meetings.* Regular business meetings shall be held quarterly on the fourth Sunday of the following months: January, April, July, and October.

Section 5. *Special Business Meetings.* A specially-called business meeting may be held to consider matters of immediate necessity. The Moderator, the Chair of the Deacon Council, or the Church Clerk may call a special business meeting by giving public notice not less than seven days prior at the Sunday morning worship service, followed by electronic notice the next business day.

Section 6. *Meeting Agendas.* An agenda will be available on the Sunday morning of any regular or special business meeting. Agenda items must be submitted to the Moderator no later than the Thursday before a business meeting. Items not on the agenda may be presented from the floor during new business or old business if agreed to by a majority vote of those in attendance at the business meeting.

Section 7. *Church Year.* The Church Year shall be defined as the period between June 1 and May 31.

Section 8. *Annual Elections.* Annual elections to office shall take place at the April business meeting.

Section 9. *Parliamentary Rules.* The latest edition of *Robert's Rules of Order* shall be the authority for parliamentary rules of procedure for all business meetings of the Church, unless otherwise stated herein.

Section 10. *Quorum.* The quorum for the transmission of business shall consist of not less than fifty members of the Church. The quorum required for councils and committees shall be a majority of the group's membership.

Section 11. *Moderator.* The Moderator shall preside at business meetings. If the Moderator is absent, the Chair of the Deacon Council shall serve as Moderator. In the event that both are absent, the Church Clerk shall preside *pro tempore* and call for election of a Moderator *pro tempore* by the Church.

Section 12. *Voting.* All questions shall be settled by a majority vote of those members present and voting, except as otherwise specified in the Constitution.

Section 13. *Nominations from the Floor.* Whenever candidates for Church office are presented for election, the Moderator may accept nominations from the floor.

Section 14. *Ex Officio Membership.* An ex officio member of any council or committee shall act in the capacity of advisor, shall be counted in determining a quorum, and, with the exception of the Treasurer on the Finance Committee, may vote.

ARTICLE XI. LICENSING AND ORDINATION

Section 1. *Licensing of Ministers.* Any member of the Church whose testimony and lifestyle gives evidence of being called of God to the work of the ministry may, by a vote of a majority of the members present and voting at any regular business meeting, be licensed by the Church to the Christian ministry.

Section 2. *Ordination of Ministers*

- a. Upon recommendation of the Deacon Council, the Church may vote to authorize the Pastor to call an Ordination Council to examine a candidate for ordination to the Gospel ministry.
- b. The Ordination Council, composed of Ministers and Deacons of like faith and order, shall examine the candidate with regard to conversion, calling, doctrinal beliefs, and moral stance.
- c. The Ordination Council will report back to the Church with a recommendation to proceed with ordination or a recommendation not to proceed with ordination.
- d. If the recommendation from the Ordination Council is approved by the Church, the Pastor will then be authorized to plan an ordination service, in conjunction with the candidate.

Section 3. *Ordination of Deacons.* When the Church elects a member to the Deacon Council, the newly elected Deacon shall be ordained by the Church if he or she has not been previously ordained.

ARTICLE XII. COOPERATION

Section 1. *Organizations of Cooperation.* The Church may cooperate with and support any Christian church or other organizations with shared goals and values. Decisions made by an organization with which the Church is cooperating shall not be binding upon the Church.

Section 2. *Activities of Cooperation.* This cooperation may be expressed by:

- a. Contributing financial support.
- b. Providing services of its Pastor and members, when invited to do so, as officers upon boards, committees, and the like.

ARTICLE XIII. FISCAL POLICY

Section 1. *Finance*

- a. Church membership involves the obligation to support the Church financially. Members are encouraged to be regular and consistent givers based on Christ's teaching on Christian stewardship. All officers of the Church and members of the Finance Committee are expected to be regular and consistent givers.
- b. There shall be only one treasury in the Church, and the Treasurer shall be custodian of all funds.
- c. An operational budget shall be prepared and approved by the Church annually. It shall be funded through receipt of tithes, offerings, and other revenue sources.
- d. Designated gifts shall be disbursed in accordance with the desires of the contributor. If the funds cannot be used in accordance with the desires of the contributor within five years of receipt, the Finance Committee may disburse funds according to current priorities.
- e. The Church shall have authority over all financial matters.
- f. All financial records shall be kept in the Church office, and all records except individual contributions shall be open to inspection by any member of the Church, upon reasonable request.

g. An itemized report of receipts and disbursements for the preceding quarter shall be presented to the Church at each regular business meeting. A monthly report of receipts and disbursements shall be published.

h. Disbursements of Church obligations shall be by two party endorsements.

Section 2. *Special Offerings and Fundraising Activities.* Special Church-wide offerings shall include an annual missions offering and a monthly benevolence offering. All other church-wide offerings and church-wide fundraising activities shall be approved by the Finance Committee.

Section 3. *Working Policies*

a. Members of the Finance Committee shall make and sign a triplicate report of all funds received, safeguard and deposit money, and deliver the original report slip to the Church office for the files and copies of this report and the bank deposit slip to the Treasurer.

b. The Church shall send statements quarterly and annually to each contributor showing a record of contributions.

Section 4. *Property.* All property, real and personal, both tangible and intangible, shall be held and controlled by the Church.

Section 5. *Endowment Fund.* An Endowment Fund shall be used for charitable purposes of the Church. Its principal objectives are the promotion and development of religious, charitable, and educational activities; the support of capital improvement; the maintenance and improvement of the Church facilities; and the satisfying of non-recurring expenditures not regularly budgeted by the Church.

Section 6. *Fiscal Year.* The Church fiscal year shall be June 1 through May 31.

ARTICLE XIV. COMMITTEES AND TEAMS

Section 1. *Accountability, Membership, and Organization of Committees*

a. Members of all standing committees must regularly attend the Church.

b. With the exception of the Nominating Committee, all committee members shall be nominated by the Nominating Committee and elected by the Church.

c. The Senior Pastor or at least one member of the ministerial staff designated by the Senior Pastor shall serve as an ex officio member on each committee to facilitate collaboration between committees and Ministerial Staff.

- d. All committee members shall work collaboratively with the Senior Pastor and ministerial staff to fulfill the Church's purpose and mission.
- e. All committees shall have at least five members.
- f. One church member of each committee shall be nominated as chair by the Nominating Committee and elected by the Church.
- g. All committee members shall be elected for three-year terms. Committee members who have completed their term of service shall not be eligible for re-election until at least one year has intervened. Ex officio members are not subject to the three-year term limit.
- h. The chair of a committee may bring to the attention of the Nominating Committee the need to replace a member who is not participating in the work of the committee or for cause. After consulting the member in question, the Nominating Committee may replace that member.
- i. A committee may appoint subcommittees or enlist helpers as needed to assist with special projects or activities that require greater resources or additional expertise.
- j. Church-approved policies and procedures for each committee, including the number of members that shall comprise each committee and the qualifications for membership, shall be published and maintained in the Policies and Procedures Manual as specified in Article XV.

Section 2. *Committee Meetings*

- a. All committee members shall receive due notice of meetings.
- b. All meetings of committees shall be open to all members of the Church, except meetings called as executive meetings requiring confidentiality and all meetings of a Pastor Search Committee.

Section 3. *Standing Committees*

a. *Adult Advisory Committee*

Duties. The committee shall advise and assist the Ministerial Staff in defining objectives and goals and coordinate programs and activities for adults.

b. *Children's Advisory Committee*

Duties. The committee shall advise and assist the Ministerial Staff in defining objectives and goals and coordinating programs and activities for children from birth through fifth grade.

c. *Constitution Committee*

(1) *Membership*. The Church Clerk shall serve as an ex officio member. The Parliamentarian shall serve as a non-voting member.

(2) *Duties*. The committee shall:

(a) Review the Church's proceedings throughout the year and make recommendations to the Church for revision of the Constitution.

(b) Assure all other governing documents of the Church are in harmony and consistent with the Constitution and one another, and recommend changes when necessary.

(c) Assist the Church in interpreting the Constitution, in accordance with Article VI, Section 4.

d. *Finance Committee*

(1) *Membership*

(a) The Treasurer shall serve as a non-voting member.

(b) Members of this committee must be members of the Church.

(2) *Duties*. The committee shall:

(a) Develop and recommend a financial and reporting plan; tally, count, and bank all monies received by the Church; and administer all receipts.

(b) Assure proper use of funds, and provide internal control, historical records, and regular reports.

(c) Establish controls to ensure that all ministries and committees operate within their designated accounts, and recommend financial adjustments to the Church as necessary.

(d) Review requests for expenditures not covered in the financial plan and recommend sources of funding, should the Church vote to approve the request.

(e) Designate all funds the Church receives and approve all expenditures of the Church, in accordance with the current Financial Plan approved by the Church.

(f) Designate the allocation of funds received that are not contemplated pursuant to the then-approved Financial Plan, up to a maximum of \$25,000, without Church approval and, likewise, approve the expenditure of funds not contemplated pursuant to the then-approved Financial Plan, up to a maximum of \$25,000, without Church approval.

(g) Review and approve all special offerings and fund-raising activities.

(h) Recommend to the Church a plan to satisfy obligations when receipts are insufficient to satisfy expenditures in designated accounts.

(i) Recommend to the Church policies and plans to ensure that expenditures are within receipts.

(j) Meet with the responsible person or committee whose expenditures are rapidly approaching the designated account allocation and take necessary and appropriate action in those cases in which the allocation has been exceeded.

e. Missions Committee

Duties. The committee shall:

(a) Keep the Church active in mission programs, whether establishing new work, supporting existing work, or being alert to missions extension work in any needed area.

(b) Coordinate all church-wide missions.

f. Nominating Committee

(1) Membership

(a) Members of this committee must be members of the Church.

(b) Members and the chair are nominated by the Pastor and the Deacon Council and elected by the Church.

(c) The chair of the Deacon Council shall serve as an ex officio member.

(2) Duties. The committee, in collaboration with Church staff, shall make nominations for all church leadership positions filled by volunteers, except for the Nominating Committee and the Deacon Council. The committee shall nominate persons prior to the new church year and fill any vacancies that occur in church leadership during the year.

g. Personnel Committee

(1) *Membership.* Members of this committee must be members of the Church.

(2) *Duties.* The committee may provide counsel on staffing needs and shall draft conditions of employment, and monitor employee relationships, benefits, and personnel services. Committee members and church members shall bring recommendations related to employees to the Pastor or the Pastor's designee.

h. Properties Committee

Duties. The committee shall:

(a) Oversee the upkeep of all church property and equipment. Determine necessary repairs or improvements and authorize expenditures up to the limit of the budget approved for that purpose. And, when necessary, recommend emergency expenditures to the Finance Committee for approval, which shall be brought to the Church in a timely fashion.

(b) Manage church-owned vehicles, including obtaining adequate insurance coverage to indemnify the Church.

(c) Assist in parking and traffic flow in the vicinity of the Church property prior to and following regular worship services and special church-wide activities, as needed.

(d) Monitor the internal and external security of the property during regular worship services and special church-wide activities, as needed.

i. Strategic Planning Committee

(1) *Membership.* The ministerial staff and the chair of the Deacon Council shall serve as ex officio members of this committee.

(2) *Organization*

(a) The Senior Pastor shall serve as the chair of the committee.

(b) When the Church is without a Pastor, the chair of the Deacon Council shall serve as the chair of the committee.

(3) *Annual Planning Retreat.* The committee shall meet annually during the first quarter of the calendar year to update the Church's strategic direction and goals related to its purpose and mission.

(4) *Duties.* The committee shall:

(a) Recommend to the Church membership strategic objectives and goals that will advance the purpose and mission of the Church as set forth in Article II.

(b) Evaluate activities and program achievements and determine their effectiveness to ensure that all events and activities are in harmony with the Church's purpose and mission.

j. *Student Ministry Advisory Committee*

Duties. The committee shall advise and assist the Ministerial Staff in defining objectives and goals and coordinating programs and activities for youth from sixth grade through twelfth grade.

Section 4. *Ad Hoc Committees*

a. *Purpose and formation.* Certain special functions may be performed through *ad hoc* committees. *Ad hoc* committees shall be recommended by the Pastor and elected by the Church.

b. *Membership.* At the time an *ad hoc* committee is recommended, its membership shall be defined.

c. *Duties.* At the time an *ad hoc* committee is recommended, the scope of its work and the completion date of its task shall be defined.

Section 5. *Endowment Fund Trustees*

a. *Membership*

(1) The Endowment Fund Board of Trustees shall consist of five members.

(2) Members of the Endowment Fund Board of Trustees must be members of the Church.

(3) All members of the Endowment Fund Board of Trustees shall be nominated by the Nominating Committee and elected by the Church.

(4) The chairs of the Deacon Council and the Finance Committee shall serve as *ex officio* members.

(5) The Pastor or his appointee shall serve as a consultant to the Board.

(6) From the at-large members, the Board of Trustees shall elect a Chair and a Vice Chair.

b. *Duties*

(1) The Endowment Fund Board of Trustees shall hold all property received by the Endowment Fund.

(2) The Trustees shall manage, invest, and reinvest funds, collect the income therefrom, and make payments or appropriations of the income.

c. *Operation.* The Board of Trustees shall conduct itself in accordance with the trust instrument executed by the Trustees of the Church. The Endowment Fund trust instrument shall be included in the Policies and Procedures Manual.

Section 6. *Teams*

a. *Purpose.* Teams may be formed to carry out the mission and ministries of the church.

b. *Formation*

(1) The Church may vote to form a team during any business meeting. Approved teams shall be listed in the Policies and Procedures Manual.

(2) A leader for each team shall be nominated by the Nominating Committee and elected by the church membership annually in May and at any other time a new leader is required.

(3) Team leaders shall be responsible for recruiting team members with assistance from the Nominating Committee. Team members are not subject to the three-year rotation requirement but may serve for as long as they feel called to service.

c. *Policies and procedures.* Detailed policies and procedures for each team shall be published and maintained in the Policies and Procedures Manual as specified in Article XV.

ARTICLE XV. POLICIES AND PROCEDURES

Section 1. *Establishment of Policies and Procedures.* Policies and procedures, not in conflict with this Constitution, may be established to ensure the smooth and efficient operation of the Church, including but not limited to policies pertaining to the governance and work of committees, councils, and teams; the usage of Church facilities; and the employment of Church staff.

Section 2. *Approval of Policies and Procedures*

a. The ministerial staff and elected groups, such as committees, councils, and teams, may draft and revise policies and procedures within the scope of their responsibilities.

b. The Deacon Council shall review and approve all new policies and procedures and any subsequent revisions. A policy or procedure approved by the Deacon Council is effective immediately and shall be presented to the Church.

Section 3. *Policies and Procedures Manual*

a. Policies and procedures approved by the Deacon Council shall be collected in a Policies and Procedures Manual.

b. The Deacon Council shall be responsible for maintaining the Policies and Procedures Manual and determining its contents.

c. The Secretary of the Deacon Council and the Church Clerk shall ensure that a current and complete version of the manual is available.

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