

**All individuals or groups that use CBC buildings and grounds
agree to abide by our Constitution and Bylaws. (A copy is attached.)**

Please provide as much detail as possible on the first two pages of this form. The last page must be completed ONE WEEK before the actual meeting/event.

Group/Organization Making Request _____

Group/Organization Address _____

Group/Organization Telephone _____

Group/Organization Representative _____

Representative Address _____

Representative Telephone Home/Cell: _____ Business _____

Purpose of Event _____

Date/Times of Event _____

Arrival Time: _____ Departure Time: _____

It is our policy that all groups/organizations will vacate the premises before 8 PM on Saturday evening unless specific arrangements have been made otherwise. This allows us to prepare the facility for Sunday use.

BUILDING USE FEES

Area Needed	<input type="checkbox"/> Member Fees	<input type="checkbox"/> Non Member Fees	Total Fees
<input type="checkbox"/> Sanctuary	\$50	\$100	
<input type="checkbox"/> Pratt Hall	\$75	\$125	
<input type="checkbox"/> Multipurpose & Kitchen	\$100 max	\$150 max	
<input type="checkbox"/> Classroom 1st floor			
Number of Classrooms:	\$15/room	\$30/room	
<input type="checkbox"/> Classroom 2nd floor-- not available for weddings			
Number of Classrooms:	\$15/room	\$30/room	
<input type="checkbox"/> Audio Technician	\$25/hour, minimum \$100	Same	
<input type="checkbox"/> Sanctuary & Pratt Hall Custodial Fees	\$11.81/hr. with a max of \$75*	Same	
<input type="checkbox"/> MPR Custodial Fees	\$11.81/hr. with a max of \$150*	Same	
<input type="checkbox"/> Damage Deposit	\$250--refundable if no damage	Same	
Child Development Center rooms not available.		TOTAL DUE**:	

*to be paid up front and CBC will refund unused hours after the event.

**Must be paid in full at least one week prior to meeting/event.

Paid \$ _____ Date: _____ √#: _____ Paid \$ _____ Date: _____ √#: _____

Resources Needed:

- Sound Equipment _____
- Portable Audio/Visual Equipment _____
- Sports Equipment _____
- Tables and chairs: Multi-Purpose Room _____
- Tables and chairs: Classrooms _____
- Pratt Hall Audio/Visual Equipment _____
- Kitchen Equipment _____

Any activity that is an extension of CBC ministries and not for profit groups are exempt from fee structure. Activities not related to CBC ministries will be subject to above fee structure.

To qualify for "member" rate the person involved, his/her parent or his/her child must be a member of CBC or of the Bible Study program of CBC.

All fees for use of building will be paid to Chatham Baptist Church.

Chatham Baptist Church is not responsible for cancellation due to events that render the facility unusable (i.e. damage due to fire, windstorm, earthquake, electrical outage, etc.)

Group/Organization will be granted access to building AFTER Chatham Baptist Church has accepted payment.
Fees can be refunded if Chatham Baptist Church is notified of cancellation at least one week prior to event.
A \$50 key deposit will be required (if applicable). Deposit will be forfeited if key is lost.

Agreements for use of building:

1. I (we) understand that the church building is reserved on a first-come, first-served basis.
2. I (we) understand that we will be responsible for any damage and/or theft that should occur to building or property while we are using the facility.
3. I (we) understand that our group will be restricted to portions of the building which we have reserved according to above indications.
4. I (we) understand that the leaders responsible for the group/organization shall not leave the building until each member of the group/organization has left the church premises.
5. I (we) understand that there shall be no alcohol, smoking, or tobacco products of any kind permitted on the premises.
6. NO dancing allowed on CBC property.
7. I (we) understand that no nails, staples, pins or anything that will mar wall surfaces or woodwork or be dropped on floor surfaces will be used for decorating or activities.
8. I (we) understand that all personal items and equipment will be removed immediately after the activity. There is no storage space available for these, and the church will not be responsible for them if left.
9. I (we) understand that all children and preschoolers will be supervised by a responsible adult.
10. I (we) understand that all food, drinks and dining supplies needed for the activity will be provided by group/organization requesting the building.
11. I (we) understand that our group is responsible for returning the building to an orderly condition when the activity is over.
12. The building shall be vacated by 8:00 p.m. Applies to Saturdays only.
13. I (we) understand that no food or drink will be allowed in the sanctuary area.
14. NO red colored drinks shall be used in facility at all.
15. CBC requires that all organizations that use our facilities/property secure a Certificate of Insurance that names Chatham Baptist Church as an additional insured with minimum liability of \$1 million and minimum aggregate limit of \$2 million, as well as \$1 million in umbrella liability. We also require that CBC be added to your insurance policy as *Additional Insured* for any special events held at our facility/property.

Comments: _____

I accept the building fees, above agreement, and the Constitution & Bylaws and I will be responsible for any violations to this agreement.

Signed _____ Date _____

1. For ongoing use of the building by outside groups, this agreement must be renewed annually.
2. We reserve the right to investigate violations and/or cancel this agreement if our ministry staff deems it necessary.
3. We reserve the right to preempt activities up to 45 days before the event, giving priority to church activities. This does not apply to weddings.
4. Chatham Baptist Church will not be responsible for any accidents that should occur while this group/organization is using our facility. We require a rider from the group/organization's insurance policy as proof of insurability.
5. Chatham Baptist Church is not responsible for cancellation due to events that render the facility unusable (i.e. damage due to fire, windstorm, earthquake, electrical outage, etc.)

Please keep one copy of the completed request form and return one copy in person or by mail to the church office. Please use the address on the top front of the form.

Church Representative authorizing use of the building:

Signed _____ Date _____

FOR OFFICE USE ONLY:

Key issued? ___No ___Yes Key # _____ Date issued: _____ Date returned: _____

\$50 deposit paid? ___Yes ___No Date paid: _____ Date refunded: _____

Bridal/Baby Shower Policy
July 29, 2015

Showers may be given by Bible Study/affinity groups or families of Chatham Baptist Church for members or individuals who are actively attending CBC.

All showers must be scheduled through the church office to reserve the appropriate building space. Only the designated building space will be utilized for the event. If the shower is sponsored by the family, to reserve the building a refundable deposit \$100.00 will be required. The group will be responsible for returning the building space to the condition it was in when the party arrived.

Showers shall be given for only the first child and first marriage. Showers may be promoted in the calendar portion of the announcements in our bulletin and Wednesday newsletter. An invitation may also be placed on the MPR bulletin board.

All showers shall be conducted in accordance with the Constitution and Bylaws plus the policies of Chatham Baptist Church.

The Building Use policy will be attached.

The effective date for this policy will be January 1, 2016.

CONSTITUTION AND BYLAWS

FOR

CHATHAM BAPTIST CHURCH

CHATHAM, ILLINOIS

ADOPTED JANUARY 28, 1968

AMENDED OCTOBER 21, 1975

AMENDED AUGUST 16, 1989

AMENDED JANUARY 10, 1996

AMENDED OCTOBER 11, 1997

AMENDED MAY 18, 2003

AMENDED MARCH 14, 2004

AMENDED MAY 31, 2009

AMENDED FEBRUARY 20, 2013

AMENDED AUGUST 21, 2013

AMENDED FEBRUARY 18, 2015

AMENDED NOVEMBER 18, 2015

AMENDED MAY 18, 2016

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CONSTITUTION

PREAMBLE

We declare and establish this constitution for the preservation and security of the principles of our faith and so that this body may be governed in an orderly manner. This constitution will preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches of the same faith.

Article I. NAME

This body shall be known as the Chatham Baptist Church (CBC) of Chatham, Illinois.

Article II. STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. CBC subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of CBC are baptism and the Lord's Supper.

Article III. PURPOSE STATEMENT

It is the purpose of CBC to be a light to the world by

1. **Loving** God (worship) and man (fellowship)
2. **Learning** the teachings of Jesus Christ (discipleship)
3. **Living** by the leadership of the Holy Spirit (evangelism and mission)

Article IV. CHURCH COVENANT

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and

doctrines; to contribute cheerfully and regularly to the support of the ministry of CBC, the expenses of the church, the relief of the poor, and the spread of the gospel throughout all nations.

We also engage to maintain family and private devotions; to foster the spiritual education of our children; to seek the salvation of our family and acquaintances; to walk circumspectly; to be honest in our dealings, faithful in our engagements, and exemplary in our behavior; to avoid all tattling, backbiting and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid those who are sick and in distress; to cultivate Christian sympathy and Christian courtesy in speech; and to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay according to Matthew 18.

We moreover engage that when we move from this place we will, as soon as possible, unite with another church where we can carry out the spirit of this covenant and the principles of the Holy Bible.

Article V. CHARACTER

Section 1. Polity

The government of CBC is vested in the body of believers who comprise CBC. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist churches. CBC will cooperate with and support the Capital City Baptist Association, the Illinois Baptist State Association, and the Southern Baptist Convention.

Section 2. Final Authority for Matters of Doctrine and Conduct

Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe. (II Timothy 3:16.)

Should a disagreement arise over faith, doctrine, practice, policy, or discipline, the Constitution Committee shall review the disagreement and make a recommendation to CBC, which is the final interpretive authority on the Bible's meaning and application.

Section 3. Doctrine

CBC receives the Holy Bible as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief

of other Southern Baptist churches. Therefore, CBC shall use literature published by entities of the Southern Baptist Convention, and may make limited use of other literature.

Section 4. Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: marriage is instituted and sanctioned by God joining one man and one woman in a single, exclusive union, as delineated in the Holy Bible. (Genesis 2:18-25.)

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality is sinful. Sexual immorality includes but is not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex. (Matthew 15:18-20; I Corinthians 6:9-10.)

We believe that in order to preserve the function and integrity of CBC as the local Body of Christ, and to provide a biblical role model to CBC members and the community, it is imperative that all persons employed by CBC in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage, Gender, and Sexuality and conduct themselves accordingly. (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the Holy Bible or the doctrines of CBC.

Section 5. Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in his image. Human life is inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage of condition from conception through natural death. We are therefore called to defend, protect and value all human life.

We believe it is imperative that all persons employed by CBC in any capacity, or who serve as volunteers, should abide by and agree to this Statement on the Sanctity of Human Life. (Psalm 139.)

BYLAWS

Article I. MEMBERSHIP

Section 1. General

This is a sovereign and democratic Southern Baptist church under the Lordship of Jesus Christ. CBC retains the right of exclusive self-government in all phases of the spiritual and temporal life of CBC.

CBC reserves the exclusive right to determine who shall be a member of CBC and the conditions of such membership.

Section 2. Candidacy

Any person may offer himself/herself as a candidate for membership of CBC. A candidate must meet the following criteria to be a member:

- (1) Must have a personal relationship with Jesus Christ as Lord and Savior.
- (2) Must have been baptized by immersion as a symbol of his/her faith in Christ.
- (3) Must have completed a class for prospective members.
- (4) Must have read and accept the CBC Constitution and Bylaws and sign the following church membership agreement:

Church Membership Agreement

The membership of Chatham Baptist Church shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of the CBC Constitution, and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and this Constitution and Bylaws, and are actively pursuing in a vital fellowship with the Lord Jesus Christ. CBC shall have final authority in all matters of church governance, as set forth in the Constitution and Bylaws.

- (5) Must have been approved by church action at a CBC business meeting. A three-fourths vote of those members present and voting shall be required to approve such candidates for membership.

Should there be any dissent as to any candidate, such dissent shall be referred to the senior pastor and the deacons for investigation and the making of a recommendation to CBC within 30 days.

Section 3. Termination of Membership

Membership shall be terminated in the following ways: (1) death, (2) transfer of letter to another Baptist church, (3) exclusion by action of CBC in accordance with Article VII. DISCIPLINE, (4) affiliation with a church of another faith or denomination, or (5) voluntary resignation from CBC Membership.

Article II. OFFICERS

All officers must be members of CBC. The officers of CBC shall be as follows:

Section 1. Senior Pastor

The senior pastor shall lead and direct paid staff, lay leaders, and the congregants in developing a disciple-making church, by demonstrating authentic servant-hearted leadership, providing powerful expository preaching through worship and teaching from the Holy Bible, strategic discipling and mentoring, visionary guidance, and modeling Christ-like character.

CBC shall approve a mutually agreeable job description with an incoming senior pastor. This job description is to be reviewed by the senior pastor and Personnel Committee annually. The Personnel Committee shall recommend agreed upon changes in the job description to CBC.

A senior pastor shall be called by CBC whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which a public notice of one week shall be given.

A Pastor Search Committee shall consist of the Personnel Committee plus additional members recommended to and approved by CBC. The Personnel Committee in conjunction with the Nominating Committee shall recommend a total of seven (including the Personnel Committee) to serve on the Pastor Search Committee to give balanced representation of age, gender, and diversity of groups within CBC.

If a member of the Pastor Search Committee resigns for any reason, the Nominating Committee and the Pastor Search Committee shall meet and recommend a replacement.

If a member of the Personnel Committee has served his or her term and rotates off the committee during the pastor search process, the Personnel Committee member shall be allowed to continue serving on the Pastor Search Committee until a senior pastor is called. A new Personnel Committee member shall be recommended to CBC by the

Nominating Committee, but that person shall not serve on the Pastor Search Committee unless the former Personnel Committee member declines to continue serving on the Pastor Search Committee.

The Pastor Search Committee shall recommend to CBC how CBC staff is to be involved in the pastor search process. The Pastor Search Committee shall keep CBC staff and CBC informed as to the progress of the pastor search process.

The Pastor Search Committee shall seek out a suitable senior pastor, and their recommendation shall constitute a nomination, though any member has the privilege of making other nominations according to the policy established by CBC. The committee shall bring to the consideration of CBC only one person at a time. Election shall be by ballot, an affirmative vote of three-fourths of those present and voting being necessary for a choice. The senior pastor, thus elected, shall serve until the relationship is terminated by his request or the request of CBC. The senior pastor shall give at least two weeks' notice at the time of resignation before terminating his responsibilities.

In the absence of the senior pastor, the Personnel Committee may recommend to CBC an interim pastor. A recommendation of an interim pastor shall include the interim pastor's responsibilities and compensation. Additional responsibilities may be assigned to current CBC staff members as approved by CBC.

Section 2. Staff

CBC shall call or employ staff members as needed. When a staff position is vacant or a new staff position is created by CBC, a Staff Search Committee shall be elected by CBC to fill the position. The Staff Search Committee shall consist of a minimum of one member of the Personnel Committee plus four additional members. The Personnel Committee in conjunction with the Nominating Committee shall recommend a total of five members to serve on the Staff Search Committee to give balanced representation of ages, gender, and diversity of groups within CBC. All staff members other than the senior pastor shall be recommended to CBC by the Staff Search Committee and employed by church action.

CBC shall approve a mutually agreeable job description with all incoming staff. Each job description shall be reviewed by the senior pastor, the appropriate staff member, and the Personnel Committee annually. The Personnel Committee shall recommend agreed upon changes in the job descriptions to CBC.

The following CBC ministerial staff shall be considered church officers: minister of education and administration; minister of music and worship; minister of preschool development; minister of students and recreational outreach.

Section 3. Moderator

The moderator shall be recommended by the Nominating Committee and elected by CBC to serve a one-year term. The moderator shall preside over all church business

meetings. In the absence of the moderator, the chairman of deacons shall preside; or in the absence of both, the clerk shall call CBC to order and an acting moderator shall be elected.

Section 4. Clerk

The clerk shall be recommended by the Nominating Committee and elected by CBC to serve a one-year term. The clerk shall record and preserve the minutes of CBC business meetings and give legal notice of all meetings where such notice is necessary as indicated in these bylaws. The clerk shall work with the ministry assistant in maintaining membership records. All records are church property and shall be filed with the church office.

Section 5. Treasurer and Assistant Treasurers

The treasurer and assistant treasurers shall be recommended by the Nominating Committee and elected by CBC to serve a one-year term. The treasurer shall keep a record of all receipts and disbursements of CBC funds according to established policies. The treasurer shall submit to CBC at each regular business meeting an itemized report of the receipts and disbursements. The financial records shall be audited annually by an audit committee or public accountant and the results of the audit shall be presented to CBC for approval. CBC may delegate some of the treasurer's clerical responsibilities to the ministry assistant.

An annual report shall be given at the end of each fiscal year and approved by CBC.

The treasurer or an assistant treasurer shall sign all checks.

All CBC financial records are church property and shall be filed with the church office.

The treasurer serves as a member of the Stewardship Committee.

Section 6. Trustees

Five trustees shall be recommended by the Nominating Committee and elected by CBC, to serve for three years, and, until their successors shall be appointed, shall hold in trust the property of CBC. They shall have no power to purchase, sell, mortgage, lease, or transfer any property without a specific vote of CBC authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgaging, purchase, or rental of property, and to other legal documents where the signatures of trustees are required.

Article III. COMMITTEES

All committees shall consist of five members and shall be recommended by the Nominating Committee and elected by CBC unless otherwise indicated in the description

of each committee below. To serve on a committee, one must be a member of CBC. The committee members shall serve staggered three-year terms. If a vacancy shall occur, a new committee member shall be recommended by the Nominating Committee and elected by CBC to fill the remaining unexpired term.

Ad hoc members may be selected to assist standing committees on a short-term basis.

Any committee shall submit requests for expenditures of church monies to the Stewardship Committee through the budgetary process for inclusion in the CBC budget.

Section 1. Acts 1:8 Committee

The Acts 1:8 Committee shall be responsible for creating, encouraging, and facilitating missions awareness and missions involvement within CBC. The committee's focus is to motivate church members to pray, to give, and to learn about missions in order to develop spiritually toward a missions lifestyle of leading a lost world to Christ, as commanded in Matthew 28:19-20 and Acts 1:8.

The Acts 1:8 Committee shall seek to incorporate the ministries of CBC's Women's Missionary Union (WMU), an auxiliary missions organization.

Section 2. Ad Hoc Committee

An ad hoc committee shall be responsible for a specific short-term project.

Section 3. Audiovisual Committee

The Audiovisual Committee shall be responsible for the acquisition, maintenance, and repair of audiovisual equipment.

Section 4. Building Safety and Security Committee

The Building Safety and Security Committee shall be responsible for issuing church keys to those who have a reason to carry a church key. The committee shall also be responsible for reclaiming keys as circumstances require.

The committee shall assist the church by coordinating a group of volunteers who will secure the church building and grounds after regularly scheduled church activities and other church gatherings where their assistance would be helpful.

Section 5. Constitution Committee

The Constitution Committee shall be responsible for making recommendations for needed changes to the CBC Constitution and Bylaws. This committee may be called upon to interpret the meaning of the CBC Constitution and Bylaws.

Section 6. Decorating Committee

The Decorating Committee shall be responsible for color co-ordination and the aesthetics of the church building and related structures both inside and outside. During a building construction or remodeling program, this committee shall be a part of any larger decorating committee which shall be selected for that particular project.

Section 7. Fellowship Committee

The Fellowship Committee shall coordinate meals and table preparation for church-wide activities. The committee may call upon the congregation for assistance and at times may need to work closely with the Hospitality and Kitchen Committees. The Chairperson of the Fellowship Committee shall serve as a member of the Kitchen Committee.

Section 8. History Committee

The History Committee shall preserve and maintain the historical records of CBC to help CBC members understand and appreciate their heritage and mission.

Section 9. Hospitality Committee

The Hospitality Committee, when requested, shall be responsible for arranging meals for church families in need due to illness or death. The committee may also be called upon to arrange meals for non-church events hosted by CBC. The committee may call upon the congregation for assistance and at times may need to work closely with the Fellowship and Kitchen Committees. The chairperson of the Hospitality Committee shall serve as a member of the Kitchen Committee.

Section 10. Kitchen Committee

The Kitchen Committee shall be responsible for formulating policies of the kitchen and for communicating these policies to CBC. The committee shall oversee the use of the church kitchen. The committee shall assume the responsibility for general kitchen management, including organization of utensils, cleaning of appliances and cabinets, monitoring of kitchen supplies, and stocking of dish cloths and other cleaning items. For all-church activities, the committee shall supervise general cleanup.

The Kitchen Committee may at times need to work closely with the Fellowship and Hospitality Committees.

The Kitchen Committee shall consist of three persons plus the chairpersons of the Hospitality Committee and the Fellowship Committee.

Section 11. Landscaping Committee

The Landscaping Committee shall be responsible for maintaining, upgrading, and expanding the landscaping of CBC property. The Landscaping Committee is encouraged to seek assistance from the congregation to accomplish CBC's objectives. The committee shall work closely with the Properties Committee.

Section 12. Nominating Committee

The Nominating Committee shall be recommended by the pastor and elected by CBC. The committee, in consultation with the senior pastor, shall recommend persons for all volunteer leadership positions to be elected by the church-CBC.

Section 13. Office Equipment Committee

The Office Equipment Committee shall be responsible for monitoring CBC's need for office equipment. The committee shall make recommendations to the congregation concerning budget needs, purchase or lease of equipment, repairs to existing equipment and other related tasks that involve church office equipment.

Section 14. Personnel Committee

The Personnel Committee shall be responsible for making recommendations to CBC concerning matters related to employed personnel. This includes but is not limited to employment, job descriptions, salaries, benefits, an annual evaluation of the senior pastor, and the development and maintenance of the CBC Personnel Policy Handbook.

(For Pastor Search Committee, see page 7, Article II, Section 1.)

(For Staff Search Committees, see page 8, Article II, Section 2.)

A committee member is not eligible for re-election until one year after the completion of the term for which he or she was elected. A chairperson of the committee may not serve two consecutive years as chairperson.

Section 15. Preschool Development Committee

The Preschool Development Committee, in conjunction with the minister of preschool development, shall be responsible for the evaluation and development of preschool ministries to meet the mission of CBC.

Preschool Development Committee members shall be parents of preschoolers who participate in CBC's preschool ministries or shall serve in the Preschool Ministry of CBC.

Section 16. Properties Committee

The Properties Committee shall be responsible for matters related to the maintenance of CBC's buildings and grounds. The committee's work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, and recommending and supervising employment of outside maintenance and contractual personnel.

Section 17. Stewardship Committee

The Stewardship Committee shall be responsible for preparing and evaluating CBC's annual budget. The committee, in consultation with CBC staff, ministry leaders, and committee chairpersons, shall present a proposed budget annually to CBC for approval. The Stewardship Committee shall meet throughout the year to evaluate CBC's finances.

The Stewardship Committee shall consist of five members including the treasurer.

Section 18. Transportation Committee

The Transportation Committee shall oversee all matters related to CBC's transportation equipment. This committee shall review policies and procedures annually and recommend changes to CBC for consideration.

Article IV. MINISTRIES

Section 1. General

All organizations of CBC shall be under CBC control, with all officers elected by CBC and reporting regularly to CBC. It is understood that the senior pastor is an ex-officio officer of all the CBC organizations, and his leadership is to be recognized in them.

Section 2. Bible Study

There shall be a Bible Study Ministry, divided into departments and classes for all ages and conducted under the supervision of a general director, for the study of the Holy Bible. This Bible Study is to be conducted each Sunday morning unless otherwise directed.

One or more Bible study directors shall be recommended by the Nominating Committee and elected by CBC to serve a one-year term. Each Bible study director shall be responsible for planning, implementing, and evaluating the Bible Study Ministry.

Section 3. Children's Ministry (Grades 1-6)

There shall be a Children's Ministry to meet the mission of CBC. It shall be under the direction of the minister of education and administration in accordance to his or her job description.

Section 4. Counting Ministry

There shall be a Counting Ministry to meet the mission of CBC. It shall be under the direction of the counting coordinator who shall be recommended by the Nominating Committee and elected by CBC to serve a one-year term. The counters are responsible for counting and depositing all financial receipts in the bank.

Section 5. Deacons

The deacons shall be called by CBC and shall serve alongside the senior pastor and ministerial staff to share in the responsibility of pastoral ministries.

The number of deacons for CBC shall be determined by the number of resident family units in the church membership. The ratio shall be one deacon for not less than five family units.

The deacons of CBC shall serve staggered three-year terms. Any deacon after serving a designated term of three years or less becomes eligible for re-election. No deacon, however, shall be eligible for election to more than two consecutive terms of service until the lapse of at least one year.

In case of an active deacon's death, removal, or incapacity to serve, the active deacons shall recommend to CBC a person or persons meeting the spiritual qualifications of deacons to be elected by CBC to fill that unexpired term.

CBC is not obligated to accept as an active deacon a person who comes to CBC from another church.

The deacon body shall elect a chairman annually who shall serve on the Ministry Leadership Team.

Deacons of CBC shall be elected in the following manner:

(1) A ballot containing the names of all male resident active members, 21 years of age and above, having been members of CBC for one year, and willing to serve shall be mailed to every resident member of CBC. Each resident member will be asked to nominate up to the specified number of men to be nominated.

(2) After the nominations have been received a deacon screening committee composed of the senior pastor, chairman of deacons, and three other active deacons named by them, shall be responsible for the following:

(a) Counting the nominations.

(b) Meeting with men receiving the highest number of nominations to determine their spiritual qualifications as defined in 2 Timothy 3: 8-13 and their willingness to serve.

(c) Presenting to CBC for election by secret ballot the names of the qualified men who were nominated.

(d) Arranging for deacon ordination as needed.

Section 6. Greeter Ministry

There shall be a Greeter Ministry that insures all members and guests are welcomed to CBC. One or more greeter coordinators shall be recommended by the Nominating Committee and elected by CBC to serve a one-year term. Each greeter coordinator shall schedule greeters as needed.

Section 7. Media Center Ministry

There shall be a Media Center Ministry to meet the mission of CBC. It shall be under the direction of the media center director who shall be recommended by the Nominating Committee and elected by CBC to serve a one-year-term. The media center director shall be responsible for planning, implementing, and evaluating the Media Center Ministry.

Section 8. Men's Ministry

There shall be a Men's Ministry to meet the mission of CBC. It shall be under the direction of the men's ministry director who shall be recommended by the Nominating Committee and elected by CBC to serve a one-year term. The men's ministry director shall be responsible for planning, implementing, and evaluating Men's Ministry.

Section 9. Music and Worship Ministry

There shall be a Music and Worship Ministry to meet the mission of CBC. It shall be under the direction of the minister of music and worship in accordance with his or her job description.

Section 10. Prayer Ministry

There shall be a Prayer Ministry to meet the mission of CBC. It shall be under the direction of the prayer ministry director who shall be recommended by the Nominating Committee and elected by CBC to serve a one-year term. The prayer ministry director shall be responsible for planning, implementing, and evaluating CBC's Prayer Ministry.

Section 11. Preschool Ministry (Birth – 5 years of age)

There shall be a Preschool Ministry to meet the mission of CBC. It shall be under the direction of the minister of preschool development in accordance with his or her job description. The Preschool Ministry shall include the administration of the Child Development Center which shall be governed by the CBC Constitution and Bylaws.

Section 12. Recreation Ministry

There shall be a Recreation Ministry to meet the mission of CBC. It shall be under the direction of the minister of students and recreation in accordance with his or her job description.

Section 13. Student Ministry

There shall be a Student Ministry (grades seven through college) to meet the mission of CBC. It shall be under the direction of the minister of students and recreational outreach in accordance with his or her job description.

Section 14. Ushers Ministry

There shall be an Usher Ministry to meet the mission of CBC. It shall be under the direction of one or more usher coordinators who shall be recommended by the Nominating Committee and elected by CBC to serve a one-year term. Each usher coordinator shall schedule ushers to serve as needed during worship services.

Section 15. Women's Ministry

There shall be a Women's Ministry to meet the mission of CBC. It shall be under the direction of the women's ministry director who shall be recommended by the Nominating Committee and elected by CBC to serve a one-year term. The women's ministry director shall be responsible for planning, implementing, and evaluating Women's Ministry.

Section 16. Ministry Leadership Team

The primary functions of the Ministry Leadership Team shall be to establish objectives and goals; to review and coordinate program plans recommended by ministerial staff, directors, ministry leaders, and committees; to recommend to the congregation the use of leadership, calendar time, and resources according to program priority; and to evaluate program achievements in terms of CBC goals and organization.

The Ministry Leadership Team shall have as regular members: ministerial staff, Bible study director, men's ministry director, women's ministry director; prayer ministry director, church clerk, chairman of deacons, treasurer, and Personnel Committee chairperson. In addition, there shall also be one preschool representative, one children's representative, and one youth representative; they shall be chosen by the ministerial staff member responsible for that particular ministry.

Matters agreed upon by the Ministry Leadership Team requiring church action not already approved by CBC shall be referred to CBC for approval or disapproval.

Article V. MEETINGS

Section 1. Worship Services

CBC shall meet regularly each Sunday morning, Sunday evenings, and Wednesday evening for preaching, instruction, evangelism, and prayer, and for the worship of Almighty God. Adjustments may be made when necessary.

Section 2. Regular Business Meeting

Regular business meetings shall be held quarterly as determined by the annual CBC calendar. Should there be any business matter of significant or unusual interest to be brought before a regular business meeting, notice shall be given the membership one week prior to the meeting.

Section 3. Special Business Meeting

A special business meeting may be held to consider matters of significant nature. A one-week notice must be given unless extreme urgency renders such notice impracticable. The senior pastor may call such a meeting when necessary. When the church is without a senior pastor, a meeting may be called by the moderator or at the request of five deacons.

Section 4. Quorum

The quorum consists of those who attend the business meeting provided it is a regular business meeting or a properly called special business meeting.

Section 5. Two-thirds Majority Required

CBC may not take an action at a business meeting unless the action is approved by at least two-thirds of the church members present and voting at the business meeting.

Section 6. Parliamentary Rules

Robert's Rules of Order Revised is adopted as the authority for parliamentary rules of procedure for all meetings of CBC.

Article VI. FINANCES

Section 1. Fiscal Year

The fiscal year of CBC shall run concurrently with the calendar year.

Section 2. Budget

The Stewardship Committee, in consultation with the Ministry Leadership Team, shall prepare and submit to CBC for approval an inclusive budget, indicating by line items the amount needed. During this process CBC members may request more detailed information about any line item included in the budget.

Section 3. Funds

All CBC funds shall be received, disbursed, and recorded under the direction of the CBC treasurer according to Article II, Section 5.

Article VII. DISCIPLINE

Section 1. Conflicts among Members

When conflicts arise among members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in Matthew 18:15-17.

If your brother sins against you, go and rebuke him in private. If he listens to you, you have won your brother. But if he won't listen, take one or two more with you, so that by the testimony of two or three witnesses every fact may be established. If he pays no attention to them, tell the church. But if he doesn't pay attention even to the church, let him be like an unbeliever and a tax collector to you. Matthew 18:15-17 HCSB

Section 2. Action by Deacons

Should any unresolved conflict, public scandal, or gross breach of matters of doctrine or conduct occur by a CBC member, the deacons shall endeavor to bring resolution to the conflict. If this effort fails, the deacons shall report the case to CBC.

Section 3. Proceedings

All proceedings by CBC in response to a report by the deacons shall be pervaded by a spirit of Christian kindness and forbearance. Should church discipline be required, CBC may proceed to admonish or declare the offending CBC member to be removed from the membership of CBC.

Section 4. Restoration

Any former CBC member whose membership has been terminated may be restored by a vote of CBC, upon evidence of his or her repentance and reformation.

Article VIII. AMENDMENTS

Changes in the Constitution and Bylaws may be made at any regular business meeting of CBC, provided such amendments have been presented in writing at a previous business meeting, and copies of the proposed amendment be made available to CBC members. Amendments to the Constitution and Bylaws must be approved by a three-fourths majority vote of all members of CBC present and voting.

Article IX. DISTRIBUTION OF ASSETS UPON DISSOLUTION

In the event of the dissolution by vote of the membership of CBC, a nonprofit corporation located at 1500 East Walnut Street, Chatham, Illinois, no member, officer of the church, or private individual shall be entitled to share in the distribution of any assets upon dissolution. Assets of CBC shall first be used to pay any outstanding debts. Following this, the remaining assets of the corporation shall be first solely designated to

Capital City Baptist Association, located at 1425 Stevenson Drive, in Springfield, Illinois, and earmarked for “Beginning New Churches.” If Capital City Baptist Association no longer exists, any remaining assets of CBC shall be solely designated to Illinois Baptist State Association, located at 3085 Stevenson Drive, Springfield, Illinois, and designated for “Beginning New Churches.”

The timing of the actual transfer shall be determined by vote of the membership of CBC with consideration given to recommendations made by the trustees. Actions required to carry out the dissolution shall be performed by the trustees who shall seek legal counsel to complete the process.