

# **BY-LAWS OF OAKMONT BAPTIST CHURCH, INCORPORATED**

## **ARTICLE I. Name**

The name of this organization shall be OAKMONT BAPTIST CHURCH, Incorporated.

## **ARTICLE II. Purpose**

Through prayerful consideration, the forty-two charter members agreed that our church should be built first and foremost upon Christian principles and that every aspect of its organization, development, and procedures should be relegated to its primary purpose of Christian experience and witness. Thus, while gratefully drawing upon our remarkable Baptist heritage and seeking to work within that tradition, we desire that denominationalism be a vehicle to implement our primary purpose and not an end in itself. It is our conviction that this primary purpose of Christian commitment should transcend not only denominationalism, but also the boundaries of race and status. Oakmont Baptist Church is a church family which has been called by God to connect lives with Christ as the center through our reaching people for Christ and growing them in their faith as they go on mission for our Lord.

Involved in this purpose, but not to the exclusion of other ideas, are the following:

1. To reach and lead unsaved people to Christ.
2. To nurture Christian growth in members of all ages:
  - a. To attract children and young people and stimulate their spiritual lives through wholesome opportunities for study, service, fellowship, and recreation.
  - b. To provide a climate for continuing spiritual maturity in the same areas for our adult members.
  - c. To minister to the needs of senior adults in our fellowship and to help them to continue to develop a more abundant life.
3. To encourage family unity through home devotions, corporate worship, and wholesome recreation and fellowship.
4. To provide a church home for university students and to aid them in their search for a satisfying interpretation of the Christian faith.
5. To participate in the fulfillment of the world-wide mission obligation of the church beginning within the community of Greenville.
6. To relate the principle of Christianity to all matters of human concern in such a way that the Christian's intent will be strengthened to keep his/her secular life in harmony with his/her religious life.

## **ARTICLE III. Membership**

### **Section A. Invitation to Membership**

1. Those who have never been members of any church may be received on profession of their faith in Jesus Christ as Divine Savior and Lord, and subsequent baptism by immersion.
2. Those who hold current membership in other Baptist churches may be received by letter of transfer.
3. Those who have previously held church membership in a Baptist church, but who cannot obtain letters of transfer, may be received on reaffirmation of their faith.
4. Candidates asking for membership who come from other churches of an Evangelical tradition and who have experienced "Believer's Baptism," may be accepted by letter or statement without re-baptism. The position of this church on "Believer's Baptism" is set forth clearly in Article XIII of the Articles of Faith.
5. Requests for membership under circumstances other than those described in 1, 2, 3, and 4 above will be considered by the church in conference. The decision of the church will be final in each case.
6. Each person requesting membership will meet with the Orientation Team, which shall acquaint them with the documents of this church and secure their signature on the church roll, according to Article XIV of the Articles of Faith. They will be expected to attend a new member seminar to familiarize them with philosophies, ministries, policies, and the Baptist heritage and tradition of Oakmont Baptist Church.

### **Section B. Associate**

An Associate member is one who wishes to affiliate with this church in a "Watch-Care" relationship, such as a student, or one who has experienced "Infant Baptism" only. Such membership would not provide the privilege of serving as an officer of this church nor would it allow voting on issues before the church.

### **Section C. Resident and Non-Resident Membership**

Members who move away from Greenville and can no longer attend Oakmont will be placed on a non-resident roll.

### **Section D.**

Only Resident members of OAKMONT BAPTIST CHURCH, INCORPORATED shall be enlisted by the Ministry Support Team for any leadership positions in the organizational and team ministry structure of our church.

Section E.     ***Dissolution of Membership***

A member's name may be removed from the church roll when one of the following occurs:

1. The member dies.
2. The member transfers his/her letter to a sister Baptist church.
3. The church is notified of the member joining another church.
4. The member requests it be removed.

**ARTICLE IV.   AFFILIATION**

Section A.

This church is a free, autonomous, independent body, congregational in nature with authority to determine for itself in the manner set forth in these by-laws, free of any outside control, authority or power, whether governmental or otherwise, the use of its property and all church policies.

Section B.     ***Association***

The church recognizes the value and mutual helpfulness in the voluntary association of churches which are in such agreement in faith and practice as to make possible a spirit of fellowship and goodwill. It is recognized that association and cooperation between such churches will influence the missionary, educational, and benevolent interest of each other. The church does, therefore, declare its intention as far as conscience will allow to work in mutual cooperation with other Baptist groups, as well as other churches and ministry groups outside the Baptist family.

Section C.     ***Affiliation***

Upon the adoption of these by-laws, this church is affiliated with the South Roanoke Baptist Association.

Section D.     ***Cooperation***

1. Baptist Groups
  - a. Upon adoption of these by-laws, this church shall be deemed to be in friendly cooperation with the aims and purposes of the Baptist State Convention of North Carolina, Southern Baptist Convention, and of the Cooperative Baptist Fellowship, as set forth in the constitutions of these autonomous bodies. This cause, through duly elected messengers, will participate in their deliberative assemblies, and shall as we are able, support the missionary, benevolent, and educational programs of each.
  - b. Oakmont shall not only cooperate with new missions in the area, but shall actively encourage the outgrowth of missions and/or churches from this church as the City of Greenville expands and as our membership grows.

2. Other

This church is also free to initiate and nourish cooperative relationships with any other religious, civic, or charitable organizations if, in the views of its members, such cooperative endeavors contribute to the fulfillment of its mission.

Section E.     ***Discontinuance of Affiliation and/or Cooperation***

The calling of a church conference for the purpose of voting on withdrawal from affiliation from the South Roanoke Baptist Association and/or discontinuance of cooperation with the Baptist State Convention, Southern Baptist Convention, or the Cooperative Baptist Fellowship will require that written notice be sent to each resident member of the church, stating the purpose and time of said conference. To be valid, action to withdraw must be carried by vote of three-fourths of the members present and voting.

**ARTICLE V.     Meetings**

Section A.     ***Worship Services***

The regular worship services of the church shall be held on Sunday mornings and Wednesday evenings, unless otherwise agreed upon by the church. The Lord's Supper shall be observed at least once a month at a time approved by the church.

Section B.     ***Business Meetings***

1. Types of Business Meetings

- a. Regular Business Meetings: This church shall hold regular congregational business meetings (called Ministry Celebrations) to discuss and act upon current organizational, promotional, evangelistic, financial, and other business matters. Such meetings shall be held at least bimonthly on a day and time determined by the moderator of the church. Notice of any regular business meetings shall be put in the church newsletter the preceding week.
- b. Special Business Meetings: Special business meetings may be called by the chairperson of the Diaconate at such time as they may be needed, with at least a week's notice of the time and place and purpose of meeting given to the congregation.

2. Polity: The polity of this church shall be congregational in nature and shall be vested in the membership.

3. Moderator: The chairperson of the Diaconate shall preside over Ministry Celebrations and other business meetings as Moderator. In his/her absence the vice chairperson of the Diaconate shall preside, and in his/her absence the chairperson of the Diaconate shall name some other member of the Diaconate to assume this responsibility.

4. Quorum: A quorum shall consist of not less than 5% of the resident membership.

5. Minutes: The church clerk shall keep minutes of each business meeting and shall record the approximate number present, whether a quorum was present and what actions were taken by the church.

Section C.     ***Other Meetings***

Other meetings of the church as a whole or of authorized groups within the church shall be set according to the needs of the congregation.

Section D.     ***Rules of Order***

The church shall use the most current Roberts' Rules of Order in the conduct of its parliamentary procedures.

**ARTICLE VI.   Church Officers and Staff**

Section A.     ***The Ministry***

1. Composition

The ministry of OAKMONT BAPTIST CHURCH, INC. shall consist of the minister of the church (the pastor) and such other associate ministers as may be deemed necessary as the church grows.

2. The Pastor

- a. Duties: The pastor shall have in charge the welfare and oversight of the church; he/she shall be ex officio member of all organizations, departments, and teams; he/she may call a special meeting of the Diaconate or of any team; he/she shall conduct religious services on stated and on special occasions, administer the ordinances, minister to the spiritual needs of the members of the church and community; he/she shall perform other duties that usually pertain to that office. It shall be his/her special responsibility to win the lost to Christ, to minister to the spiritual needs of the members of the congregation, and through prayer and study to render effective preaching and pastoral ministries. He/she shall supervise and coordinate the work of all associate ministers and other staff members. He/she shall arrange, with the concurrence of the chairperson of the Diaconate, for supplies in his/her absence.
- b. Call: Whenever a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved at the request of either the minister or the church. The call of the pastor shall take place at a meeting following a Sunday morning service especially set for that purpose, of which at least one week's notice by letter has been given the membership. The election shall be upon the recommendation of the Pastor Search Team. The team shall bring only one name at a time for the consideration of the church, and no nomination shall be made except by the team. Election shall be by ballot. An affirmative vote of three-fourths of those present and voting is necessary for an extension of a call.

- c. Severance: Should the pastor dissolve the relationship, he/she shall give at least thirty days notice, which does not include vacation time, unless by mutual agreement his/her services are terminated earlier. However, if the church dissolves the relationship, it must give the pastor at least sixty days notice, unless by mutual agreement his/her services are terminated earlier. If the church dissolves the relationship, action can be taken only upon the recommendation of the Diaconate to the church at a meeting following a Sunday morning service especially set for that purpose, of which at least one week's notice has been given the membership. Voting shall be by ballot. An affirmative vote of three-fourths of those present and voting will be necessary for dismissal.
      - d. See also Item 4. of this Article.
3. The Associate Ministers.
  - a. Duties: The duties of all Associate Ministers shall be prescribed in their contracts and/or job descriptions. See Item 4. of this Section.
  - b. Call: Whenever a vacancy occurs or a new need arises, an Associate Minister of the category needed shall be called by the church to serve until the relationship is dissolved at the request of the Associate Minister or the church. The call of the Associate Minister shall take place at a meeting especially set for that purpose of which at least one week's written notice has been given the membership. The election shall be upon the recommendation of the appropriate search team through the Diaconate to the church. The search team shall bring only one name at a time for consideration of the church and no nomination shall be made except by the team. Election shall be by ballot. An affirmative vote of three-fourths of those present and voting is necessary for an extension of a call.
  - c. Severance: Should the Associate Minister dissolve the relationship, he/she shall give at least thirty days notice, which does not include vacation time, unless by mutual agreement his/her services are terminated earlier. If the church dissolves the relationship, action can be taken only upon recommendation of the Diaconate to the church at a meeting especially set for that purpose, of which at least one week's notice has been given the membership. Voting shall be by ballot. An affirmative vote of three-fourths of those present and voting will be necessary for dismissal. Sixty days notice shall be given.
4. Contracts for above-mentioned officers
  - a. A continuing contract shall be drawn up for each paid staff member by the Personnel Team and approved by the Diaconate after consultation with the Stewardship Team and the appropriate search team.
  - b. Terms of contract of all paid staff members shall be reviewed annually by the Personnel Team and recommendations made to the Diaconate, while the Stewardship Team shall review the financial arrangements of all paid staff members annually. These findings and recommendations will then be presented to the church in a Ministry Celebration.

## 5. Other Staff Members

The following staff members need not necessarily be members of OAKMONT BAPTIST CHURCH, Incorporated, provided they are in basic agreement with the views and purposes of this church. They shall be employed for the church by the Diaconate upon recommendation of the pastor and the Personnel Team.

### a. Church Secretary

- (1) Duties: The duties of the Church Secretary shall be prescribed in his/her contract. See Item 3. of this Section.
- (2) Severance: The pastor, with the consent of the Diaconate, may terminate the services of the Secretary upon two weeks notice. The secretary may terminate the relationship by giving two weeks notice.

### b. Financial Secretary

- (1) Duties: The duties of the Financial Secretary shall be prescribed in his/her contract. See Item 3. of this Section.
- (2) Severance: The Diaconate, after consultation with the Personnel Team, may terminate the services of the Secretary upon two weeks notice. The Secretary may terminate the relationship by giving two weeks notice.

### c. Organist/Pianist

- (1) Duties: The duties of the Organist/Pianist shall be prescribed in his/her contract. See Item 3. of this Section.
- (2) Severance: The Diaconate, after consultation with the Personnel Team, may terminate the services of the Organist and/or Pianist upon two weeks notice. The Organist may terminate the relationship by giving two weeks notice.

### d. Sexton

- (1) Duties: The duties of the Sexton shall be prescribed in his/her contract. See Item 3. of this Section.
- (2) Severance: The Diaconate, after consultation with the Personnel Team, may terminate the services of the Sexton upon two weeks notice. The Sexton may terminate the relationship by giving two weeks notice.

## 3. Contracts For All Paid Staff Members

- a. A contract shall be drawn up for each paid staff member by the Personnel Team after consultation with the Stewardship Team and the appropriate search team. [Music, Property and Space, etc.]
- b. Terms of contract of all paid staff members may be reviewed annually by the Personnel Team and the Diaconate, while the Stewardship Team shall review the financial arrangements of all paid staff members annually. These findings and recommendations will then be presented to the church in a Ministry Celebration.
- c. The contract shall identify the authority over the staff member in its terms.

Section B.     ***The Diaconate***

1. Proportional number of Deacons to membership

The Diaconate shall consist of one member for every twelve family units but no less than twelve members. The annual election will be based on August 1 membership.

2. Eligibility

- a. All members of the church who meet the following requirements shall be eligible for deaconship:
  - (1) They must have held membership in the church for a year.
  - (2) They must be resident members.
  - (3) They must be twenty-five years old or older.
  - (4) If two or more members of the same household are elected, only the one with the highest vote will serve.
- b. Any members meeting the above requirements who desire not to be included on the voting roster may make such a request to the church office before the list is presented to the church.

3. Nomination and Election

- a. The nomination, election, and ordination of new Deacons shall take place during the months of August and September after all members have received prior written notice as to date, time, place and eligible candidates for election.
- b. By August 20, a copy of the church members who meet the requirements of Item 2. of this section will be mailed from the church office to all members for study. All members will be given the opportunity to select by ballot two names for each vacancy from the list for subsequent election as Deacons. If a person is away, he/she will bring or mail his/her selections to the church office by the 2<sup>nd</sup> Sunday in September. A Deacon's Election Team, composed of the outgoing Deacons, shall take charge of the ballots. This team shall be instructed by the chairperson of the Diaconate regarding confidentiality of the information concerning new Deacons.

- c. From the ballots cast, the team will compile a list of the names of the members who receive the highest number of votes.
- d. All selectees shall be instructed by a member of the Deacon's Election Team as to the duties of a Deacon as specified in 5-a. through 5-d. of this Section and asked if they are willing to serve according to these duties.
- e. In the event any of the selectees decline to serve, the church member who had the next highest number of votes and who has been instructed as are those in d. will be moved up on the list.
- f. The Deacon Election Team shall take charge of the ballots and inform the chairperson of the Diaconate who shall report the election results to the church on the following Sunday.
- g. If a position on the Diaconate becomes vacant during the church year, the church member who, in the latest election, had the highest number of votes and who will agree to Item 5. in this Section, will automatically fill the vacancy for the unexpired term. The chairperson of the Diaconate will notify the new Deacon and the church.

#### 4. Ordination-Installation

A service of Ordination-Installation for newly-elected Deacons shall be held during a worship service on the last Sunday in September.

#### 5. Duties

- a. Members of the Diaconate shall serve in the spiritual office of a Deacon, concerning themselves with the spiritual and material welfare of the church.
- b. They shall advise with and assist the pastor in all matters relative to the interests of the membership, organizing themselves according to the Deacon Family Care Plan.
- c. They shall be active in the church and Deacons' meetings and activities.
- d. They shall assist in the observance of the Lord's Supper.

#### 6. Officers

The Diaconate shall elect its own officers on or before the last Sunday in September.

#### 7. Quorum

In order to transact church business, a quorum of Deacons shall consist of one-half of the Diaconate.

#### 8. Term of Office

- a. The term of office for the Diaconate shall be four years beginning on the first day of October after election.
- b. Deacons who have served a period of four years or who have filled unexpired terms will rotate off the Diaconate and will not be eligible for re-election for a period of one year.

Section C.     ***Clerk, Treasurer, Assistant Treasurer***

1. Terms of Office

- a. The above church officers shall be elected for a period of one year.
- b. They may succeed themselves.

2. Records

All books, records, and accounts of the church business shall be the property of the church.

3. Duties of the above church officers:

a. Clerk

- (1) He/she must attend all church conferences unless he/she designates someone to act for him/her.
- (2) He/she shall keep an accurate record of all business transactions in both regular and called conference.
- (3) He/she shall work with the church secretary in preparing the annual associational letter and see that it is properly transmitted to the Associational Clerk.
- (4) He/she shall keep minutes of each business meeting and shall record the approximate number present, whether a quorum was present and what actions were taken by the church.

b. Treasurer

- (1) The Treasurer or his/her designee shall receive, keep in a bank, and disburse by check upon proper authority all money or things of value that are given to the church in accordance with instructions from the church.
- (2) He/she shall be a member of the Stewardship Team.
- (3) He/She shall submit his/her accounts to be audited as specified by the Diaconate and Stewardship Team.

c. Assistant Treasurer

- (1) The Assistant Treasurer shall have the authority to sign all checks, upon proper authority, in the absence of the Treasurer.
- (2) He/she shall appoint sufficient tellers, whose duties shall be to:
  - (a) Receive all monies from the Sunday School, Worship Services, and other special services of the church.
  - (b) Count and deposit in the church's bank account all such monies received.
  - (c) Turn over to the Treasurer and/or the Financial Secretary a copy of each bank deposit slip and teller's report form.
- (3) He/she shall be a member of the Stewardship Team.

Section D.     ***Other Church Officers and Staff***

1. Other Church Officers

In addition to those named in these by-laws, other officers of the church include the Sunday School Director, Spiritual Formation Director, Woman's Missionary Union Director, Men's Ministries Director, and such other officers as may be recommended by the Ministry Support Team and elected by the church.

a. Term of Office

- (1) All the above church officers shall be elected for a period of one year.
- (2) They may succeed themselves.

b. Manner of Election

- (1) The Ministry Support Team shall prepare their recommendations for church officers, elected team members, etc., so that the election of the following may take place:
  - (a) By August 31 of the calendar year
    - (1) SS Teachers and Workers
    - (2) Women's Missionary Union Leader and Workers
    - (3) Royal Ambassador's Leader and Workers
    - (4) Children's Music Leaders and Workers
  - (b) By December 31 of the calendar year
    - (1) Other Church Officers
    - (2) Ministry Team Leaders
    - (3) Elected Team Members

- (2) If a church member wishes to submit other nominations for any office or committee, he/she must contact the Ministry Support Team within one week prior to the business meeting at which that office or committee is to be presented for election.
- (3) The Ministry Support Team must ensure that each person is willing to serve as enlisted.
- (4) All new officers and teams will be ready to function as per section D.1.b.(1) of the calendar year.

c. Duties

(1) Sunday School Director

- (a) The Sunday School Director shall have general supervision of the entire Sunday School.
- (b) He/she shall acquaint himself/herself with the best methods of Christian education and endeavor to adopt them in this school.
- (c) He/she shall counsel with his/her teachers and officers through regular officers and teachers meetings, giving advice and receiving suggestions from his/her coworkers.
- (d) He/she shall recommend to the Ministry Support Team the appointment of qualified departmental leaders, teachers, and other required workers.
- (e) He/she shall work with the Sunday School Council, and after consultation with the personnel of each department, recommend the best literature for use in the respective departments.
- (f) He/she shall recommend budgetary needs to the Stewardship Team.

(2) Spiritual Formation Director

- (a) The Spiritual Formation Director shall have general supervision in the area of Spiritual Formation for the church including, but not limited to spiritual formation classes, New Member Training and training for Prospective Members. Planning shall be done in cooperation with the pastor, the Spiritual Formation Team, and the Minister of Education.
- (b) He/she may work with a Spiritual Formation Team and the Minister of Education in the selection of Spiritual Formation classes and material.
- (c) He/she shall counsel with his/her teachers and officers through regular officers and teachers meetings, giving advice and receiving suggestions from his/her coworkers - workers.

- (d) He/she shall recommend budgetary needs to the Stewardship Team.
- (3) Woman's Missionary Union Director
- (a) The Woman's Missionary Union (WMU) Director shall devise, in cooperation with the pastor, the WMU Council and the appropriate staff ministry, educational procedures which will endeavor to intensify the desire of our members to participate in the total missionary effort of the church, including the recognition of periods of special emphasis on missions, both denominational and interdenominational.
  - (b) She shall evaluate, in cooperation with the pastor, the WMU officers, and the Stewardship Team, the financial contributions of this church to missions and recommend for the next fiscal year the following:
    - (i) Specific missionary endeavors to be aided.
    - (ii) The extend to which such efforts shall be supported.
  - (c) She shall lead the WMU and the church in cooperating with all mission-oriented organizations in which the church has an interest whether they be concerned with our community, our state, our nation, or the world, such as other Greenville churches, the Baptist Student Union (BSU) and other campus religious organizations, the South Roanoke Baptist Association, the Baptist State Convention, the Cooperative Baptist Fellowship, the Southern Baptist Convention, and other sectional regional, national and world-wide bodies committed to this purpose.
  - (d) She shall encourage the membership to engage in personal and group missionary work in our community.
  - (e) She shall recommend budgetary needs to the Stewardship Team.
- (4) Men's Ministries Director
- (a) The Men's Ministries Director, in cooperation with the pastor, and other ministerial staff, shall promote the men's work of the church, always seeking to enlist all the men of the church in an active Christian ministry.
  - (b) He shall recommend budgetary needs to the Stewardship Team.

d. Ministry Coordinating Team

- (1) The Ministry Coordinating Team, representing a broad area of our church's ministry, will meet periodically for visioning, planning, coordinating, evaluating, and training. This team may make proposals to the church regarding ministry initiatives.

- (2) This team shall consist of the pastor and church staff; the leaders of the Sunday School, Spiritual Formation, Woman's Missionary Union, and Men's Ministries and other leaders of church teams as may be deemed necessary at particular times to carry on the ministry of the church. The pastor shall serve as leader of this team.
- (3) The duties of the Ministry Coordinating Team shall include:
  - (a) Helping the church understand its mission and define its priorities.
  - (b) Coordinating studies of church and community needs.
  - (c) Recommending to the church coordinated plans for evangelism, missions, Christian development, worship, stewardship, and ministry.
  - (d) Coordinating the church's schedule of activities, special events, and use of facilities.
  - (e) Evaluating progress and the priority use of church resources.

## **ARTICLE VII. Team Ministries**

### Section A. ***Elected Teams***

1. Election of Elected Teams.
  - a. Members of elected teams must be Oakmont members.
  - b. Upon the recommendation of the Ministry Support Team, all elected teams shall be presented for election prior to the beginning of the calendar year (January 1).
  - c. All elected team members shall be elected for a three year period with one third of the team's membership being elected each year. Except in cases where continuity is essential one should not succeed oneself.
  - d. Except where membership is designated, elected team constituency shall be determined by the Ministry Support Team after the needs are ascertained.
2. The staff minister with responsibility for team ministry shall plan an orientation meeting for all ministry team leaders in January of each year. Subsequently, the teams shall meet according to their own initiative and involvement.
3. Duties of elected teams are as follows:
  - a. **Personnel Team** – The Personnel Team shall consist of a chairperson and at least five members. There shall be one active deacon on the Personnel Team as selected by the Diaconate.
    - (1) Members of this team shall:

- (a) be 25 years of age or older.
  - (b) have been an OAKMONT BAPTIST CHURCH, INC. member for at least 3 years.
  - (c) have a demonstrated interest in the affairs of the church.
  - (d) have a genuine concern for the effectiveness, well-being, and development of church staff.
- (2) It shall, in cooperation with the pastor, make recommendations to the Diaconate concerning employment of other staff members.
  - (3) It shall draw up contracts for each paid staff member after consulting with the pastor and the Stewardship Team, and shall review each contract annually.
  - (4) It shall be available to the staff of the church at all times, and it shall schedule individual discussions with each paid professional staff person at least once yearly.
  - (5) Prior to making any recommendation to the church, the Personnel Team shall consult with appropriate church teams which relate to a given staff member's responsibilities.
- b. **Stewardship Team** – The Stewardship Team shall consist of a chairperson and at least eight members.
- (1) The Stewardship Team shall prepare and submit to the church annually a stewardship plan to meet all estimated expenses of the church for the ensuing year.
  - (2) It shall plan periodic and timely dissemination of information to the church membership about the financial requirements of the church and responsibilities of stewardship.
  - (3) It shall plan, arrange and direct the annual budget subscription campaign.
  - (4) It shall carefully consider and recommend to the church, through the Diaconate, all matters that pertain to unbudgeted expenditures.
  - (5) It shall consult with the Personnel Team when requested concerning the financial arrangements before the latter draws up a contract for each new staff member.
  - (6) It shall provide information on Christian wills and trusts to church members as requested. It may recommend to the church dates for observance of Christian wills and trust emphasis.

- (7) It shall provide appropriate information to the members of the church on the use of monies to support missions.

Section B. ***Ministry Teams***

1. A group of individuals who come together with like passions, using their spiritual gifts to effectively carry out the work of God's Kingdom in a particular area or ministry.
2. Team Membership
  - a. A person may join a team by volunteering, being recruited by a team leader, or by being encouraged by the Ministry Support Team.
  - b. A person has the freedom to resign from a team when their passion or interest for a ministry changes, or when they feel led by The Holy Spirit to a new ministry.
3. Eligibility
  - a. Members of ministry teams may be Oakmont members or actively involved non-` members.
4. Establishment Guidelines for Teams
  - a. A team will exist as long as there is a need and a desire for the ministry the team provides.
  - b. Some teams will be short term while others may continue indefinitely.
  - c. Team leaders will serve at least one year in most cases.
  - d. Yearly evaluations of teams will take place in the fall.
  - e. Team leaders will be contacted yearly to discover their desires and passions regarding an additional year in leadership.
  - f. Additional teams may be formed: out of existing teams; as individuals, led by the Holy Spirit, express passion and interest for a new ministry; and as specific needs arise.
  - g. New teams must be approved by the Ministry Support Team upon review of the team's mission statement and goals.
5. Ministries may include, but not be limited to the following teams:
  - a. **Church History Team** – The Church History Team collects and archives newspaper clippings, photos, special programs, and other items of historical interest concerning OBC.

- b. **Churchwide Fellowship and Meals** – The Churchwide Fellowship and Meals Team is responsible for all church wide dinners, church socials and outreach projects, and welcoming new church staff.
- c. **College** – The College Team provides ministerial support to college and university students attending schools in the local community.
- d. **Congregational Care Team** – This team has the responsibility of ministering to needs of sick and shut-in church members through visits and other personal contacts.
- e. **Flower Team** – The Flower Team is responsible for placing flower arrangements in the sanctuary and other appropriate areas in the church each Sunday and may provide flowers for special occasions.
- f. **Habitat for Humanity** – This team works to encourage and enlist individuals to be involved with the local chapter of Habitat for Humanity in the building of Habitat homes.
- g. **Media Library Team** – This team has the responsibility of providing media resources and services which encourage learning about God, stimulate Christian growth, support family life, and enrich worship experiences.
- h. **Ministry Support Team** – The Ministry Support Team is responsible for staffing and supporting elected teams and providing assistance to other church teams. This team helps the church staff administer the Spiritual Gifts Survey and matches church members with the team where they may best use their spiritual gifts.
- i. **Music Team** – The Music Team is responsible for all musical projects within the church, in coordination with the Minister of Music.
- j. **New Member Orientation** – The Orientation Team is responsible for welcoming and processing new church members.
- k. **Prayer Team** – The Oakmont Prayer Team is a prayer chain that is available to all church members who desire to request prayer for persons or concerns.
- l. **Property and Space Team** – The Team’s responsibilities include upkeep and building needs, contacting and contracting with professionals as needed. This team is also responsible for the opening of the church buildings on Sunday morning.
- m. **Senior Adult Ministry Team (S.A.M. Council)** – This team works with the appropriate staff minister to coordinate a comprehensive ministry to senior adults.
- n. **Single Adult Ministry Team (S.A.L.T.)** – This team works with the appropriate staff minister to coordinate a comprehensive ministry to single adults.
- o. **Sports Teams** – OBC uses sports programs as a part of its outreach efforts.

- p. **Technical Ministries Team** – This team is responsible for maintaining and operating the audio and video systems in our church. This team assists in providing sound, video, lighting, and multimedia for regular worship services as well as other special services as needed.
- q. **Ushers** – The Ushering Team is responsible for greeting visitors for worship, passing out bulletins, collect the offering, and assist people in finding a seat.
- r. **Web Team** – The Web Team is responsible for maintaining the church Website.
- s. **Wednesday Night Meals** – The Wednesday Night Meals Team is responsible for Wednesday night dinners. This includes coordination with the cooking staff, serving, clean-up, collection of money, and menu.
- t. **Worship Assistance Team** – The Worship Assistance Team is responsible for special worship services, baptisms, and communion services.
- u. **Youth Team** – The Youth Team mission is to attract, energize, educate, and empower youth. This team consists of adults available to provide leaders for youth activities.

## **ARTICLE VIII. License and Ordination**

### *Section A. License*

When a member announces to the church that he/she feels the call to the ministry, the church, by majority vote, may license him/her as an acknowledgment of his/her call to the ministry, and encourage him/her to make preparation for it. The Clerk of the church may furnish the member with a copy of the minutes or a certificate of license as his/her credential. It is understood that the performance of civil duties by the member shall be governed by state law.

### *Section B. Ordination*

In the event this church is requested to ordain a member who has been called as a Baptist minister, the procedure shall be as follows: The church will express its approval by a vote of three-fourths of the members present at any regularly arranged Ministry Celebration of the church. Then the church shall invite the Associational Council on Ordination to examine the candidate concerning his/her fitness for the ministry. In the event the Association has no such council, this church shall invite qualified representatives of neighboring Baptist Churches to examine the candidate and report to the church. Then, in the event the report of the committee is favorable, the church shall proceed with the ordination.

## **ARTICLE IX. Adoption, Amendments, and Validation**

### *Section A.*

These by-laws shall be considered adopted and in immediate effect if and when two-thirds of the members present at the Ministry Celebration at which the vote is taken shall vote in favor

of same. This vote shall be taken not less than thirty days after formal presentation of the by-laws to the church.

Section B.

Any of the rules in these by-laws may be amended, altered, or repealed by a majority vote of the members present at any regular or called Ministry Celebration of the church; provided, however, that notice and proposal of such amendment, alteration, or repeal must be given to the Clerk in writing and the proposed change shall have been presented to the church at least thirty days prior to the time the vote is taken.

Section C.

The adoption of these by-laws shall effect a repeal of all previously adopted rules in conflict herewith.

Section D.

A copy of these by-laws shall at all times be kept by the chairperson of the Diaconate and by the Clerk among his/her records and another copy shall be kept in the church office, and all amendments to or revisions thereof shall, after passage by the church, be prepared by the Clerk and pasted in the copies of the by-laws and made available to the church members upon request.

Revised 9/26/03    Approved Jan. 2004