

Ashland Baptist Church

By-laws (June 2013)

Revised June 23, 2019

Preamble

This church, known as Ashland Baptist Church of Ashland, Missouri, is organized exclusively for religious purposes within the meaning of Section 501 c (3) of the Internal Revenue Code and under Chapter 352 of the Revised Statutes of the State of Missouri for the specific purpose of the advancement of the Kingdom of Christ and His Gospel by following the teachings and practice of the New Testament in our worship services, proclamation of the gospel, Christian education and training, benevolent work, missionary labor and ministry.

The church year for all programs and terms of office, unless otherwise stated herein, for all directors, committee chairpersons, and other such positions held for yearly terms, shall be designated from July 1st to June 30.

Article I: Membership

This is a sovereign and democratic Southern Baptist church under the lordship of Jesus Christ. The membership is affiliated with the Missouri Baptist Convention but retains unto itself the exclusive right to self-government in all phases of the spiritual and temporal life of this church. The membership reserves exclusive right to determine who shall be members of this church and the conditions of such membership.

New members of this church should be given the opportunity to participate in a New Member Orientation program to be conducted by the deacon body of the church.

SECTION 1 - CANDIDACY

A person can become a member of this church by coming forward publicly, filling out a membership application card, presenting themselves as a candidate for church membership in one of the following ways:

- By public profession of faith in Jesus Christ as personal Savior and Lord and baptism under the authority of this church
- By letter from another Southern Baptist church or another church of the same faith and order
- By statement of a prior public profession of faith in Jesus Christ as personal Savior and Lord and baptism under the authority of: a Southern Baptist church; Baptist church of same faith and practice; church of the same faith and practice, from which it is not possible to obtain a letter
- By statement of letter from a church of differing faith and practice followed by baptism under the authority of this church.

SECTION 2 - ELECTION OF CANDIDATES

Candidates for membership may be voted on at the worship service or business meeting at which they publicly present themselves for church membership and will be elected by a majority voice vote.

Should there be "ANY" dissent as to any candidate, such dissent shall be referred to the pastor and to the deacons. After an investigation has been done and completed, the pastor and deacons shall make a recommendation to the church, at the next business meeting.

SECTION 3 - DUTIES

All Members of Ashland Baptist Church are expected to:

- Be faithful in all practices of Christian life;
- Practice the teachings of the Bible;
- Regularly attend the services of the church;
- Give regularly for its support and its cause;
- Share in its organized work through their God-given talents;
- And conduct themselves toward one another in the spirit of the church covenant.

SECTION 4 - TERMINATION OF MEMBERSHIP

Membership may be terminated in any of the following ways:

- a. Death;
- b. Transfer by letter to another Baptist church;
- c. Upon request or proof of becoming affiliated with another church of another faith or denomination;
- d. Erasure of membership upon request;
- e. Exclusion by action of this church as described below. Should a member become an offense to the church and to its good name by reason of:
 1. Immoral or unchristian conduct.
 2. A persistent breach of covenant vows.

And after all faithful efforts have been made to bring such a member to a repentance and change, it shall be the Deacons who shall endeavor to remove the offense; and if this effort fails, they shall report to the church and the church may terminate membership by a two-thirds (2/3) vote, but only after due notice to the member, and a church hearing.

The guide for any irreconcilable differences that should arise among members is the rules given by our Lord in the 18th chapter of Matthew, and any aggrieved member shall follow them in a tender spirit.

SECTION 5 - VOTING RIGHTS OF MEMBERS

All members shall have full voting rights on all motions, resolutions, recommendations, or other matters that come before the church in any regular or special business meetings.

SECTION 6 – (Special) MEMBERSHIP MEETING

The church may have a business session, without prior call, at any worship service for the purpose of receiving members as provided in this constitution, but for no other purpose.

ARTICLE II - CHURCH OFFICERS

Section 1 - NOMINATION OF OFFICERS

The officers of the church shall be: Moderator, Vice Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, Financial Secretary and Assistant Financial Secretary. They shall each be elected to one (1) year terms annually. The officers shall have the duties as set forth in these By-laws. The Nominating Committee shall recommend officers of the church for election annually, with additional nominations accepted from the floor, and then elected by the church.

Section 2 - DUTIES OF OFFICERS

The officers shall have such general duties for officers as contained in Robert's Rules of Order except as otherwise enlarged, limited, modified, or altered by these bylaws.

II.2.1 MODERATOR - He or she shall preside over all church business meetings, except in such cases when the matter before the church relates directly to the Moderator or the Moderator's family. In compliance with Chapter 352 of the revised Statutes of Missouri, the moderator will be the President.

II.2.2 VICE-MODERATOR - He or she shall preside over all church business meetings or board meetings in the absence of the Moderator and in such cases when the matter before the church relates directly to the Moderator or the Moderator's family, except in such cases when the matter before the church relates directly to the Vice Moderator or the Vice Moderator's family.

II.2.3 CLERK - The Clerk shall keep accurate minutes of business meetings and Church Council meetings, and keep other necessary records such as; a register of the names of members with the dates of admission, death, dismissal, and baptism. The Clerk shall conduct all necessary membership correspondence for the church in connection with this office such as; issuing letters voted by the church; seeing that membership forms are filled out; compile the annual church letter; preserve on file all church communications and written official reports; give legal notice of all meetings where such notice is necessary, as is indicated in these bylaws and keep the bylaws updated.

The Clerk shall report the changes in church membership and the records shall be kept by the church clerk in duplicate and stored in two (2) different locations; one location shall be the church office and the other at the church clerk's home. The current year's records shall be kept by the Clerk. All books and records pertaining to this office shall be turned over immediately to the clerk's successor.

II.2.4 ASSISTANT CLERK - an assistant clerk shall, in the absence or inability of the current clerk to serve, perform the duties of clerk.

II.2.5 TREASURER - The Treasurer shall be the custodian of all funds contributed to the church, and all its auxiliaries, for general and designated purposes. The Treasurer shall see that the Tally Committee deposits promptly and regularly all receipts in the bank account or accounts approved by the church. The Treasurer shall make all church disbursements and provide documentations. The Treasurer shall make reports to the Church Council of all receipts and disbursements and the exact balance on hand in the bank and ensure that information is available to the Church body. The treasurer's books and records shall be presented for review to an independent auditor at the close of each fiscal year. Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the church, the records shall be kept and preserved as a part of the permanent records of the church. The clerk shall also keep these records in duplicate and stored in two (2) different locations. The records of the treasurer shall be kept for seven (7) years for IRS purposes. All books and records pertaining to this office shall be turned over immediately to the treasurer's successor.

In addition to the listed duties of Treasurer, the Treasurer will:

- 1) Lead the church council through the annual budgeting process
- 2) Oversee expenditures within the church and advise the congregation of recommendations when appropriate.
- 3) Review undesignated memorial gifts of past members and their families and make recommendations to the church for appropriate uses of these funds and insuring the permanent memory of the member or family shall be preserved. No planned use, in memoriam, of these funds shall occur without the approval of both the family and the church.
- 4) Chair the Personnel Committee

II.2.6 ASSISTANT TREASURER - An assistant Treasurer shall fill the duties of Treasurer when the elected Treasurer is absent or unable to serve.

II.2.7 FINANCIAL SECRETARY - The Financial Secretary shall keep the records of designated and undesignated giving by all members and nonmembers to God's work. These records shall be kept "only" by the Financial Secretary and "only" for the purpose of the issuing of statements of contribution for tax computation. Individual statements of contribution are to be made and distributed "only" to the person who contributed. All records shall be confidential. The records shall be kept seven (7) years for IRS audit purposes. If the Financial Secretary should resign or change for any reason "ALL" records of this office shall be turned over immediately to an elected successor.

II.2.8 ASSISTANT FINANCIAL SECRETARY - The Assistant Financial Secretary shall fill the duties of Financial Treasurer when the elected Financial Secretary is absent or unable to serve.

Article III - DEACONS

The qualifications of the deacons shall be those set forth in the New Testament in Acts 6:3 and I Timothy 3:8-13. In accordance with the works and practices of the New Testament, Deacons are to be servants of the church, and to assist the pastor in performing all pastoral responsibilities.

Section 1 - Number of Deacons

The number of deacons should be at (or near) the ratio of one (1) deacon for every fifteen (15) families in the church, as qualified men are found and willing to serve. The deacon body shall inform the Church when the deacon body falls below the above recommended number.

Section 2 - Elections of Deacons

Church members may nominate a candidate for deacon at any time by submitting the name in writing to the Chairman of the Deacons. When there are nominations presented to the Chairman of the Deacons, a deacon committee will be appointed by the Pastor and Chairman of the Deacons. This committee shall then examine the nominees and then recommend those it determines qualified and willing to serve, to the church for election as a deacon.

Section 3 - Ordination of Deacons

Elected deacon candidates shall be ordained at an ordination service conducted by a deacon ordination committee.

Section 4 – Organization of Deacons

The deacons shall elect their officers and set up any committees annually at the end of the calendar year, and shall be so organized as to:

- Assist the pastor;
- See that the ordinances of the church are carried out;
- See that all other work and ministries of the church are properly handled in keeping with the spirit of Christian concern and love and for the needs of others;
- Serve, along with their wives, as the Baptism Committee, assisting the Pastor with the ordinance of baptism;
- Be responsible for preparing and serving our church body the Lord's Supper.

Section 5 - Quorum

A quorum for all Deacon Meetings shall be one (1) over half.

Article IV - TRUSTEES

Section 1 - Number of Trustees

There shall be at least six trustees to oversee the care and maintenance of the Church property, real and personal. The Chairperson of the Trustees shall inform the Church when the number of trustees falls below the above recommended number.

Section 2 - Election of Trustees

Church members may nominate a candidate for trustee at any time. (As always, the candidate should be contacted ahead of time to see if they are willing to serve.) If any additional trustees are needed or if it is felt that this candidate would add considerably to the group of trustees, he or she can be approved by the church body.

Section 3 – Organization of the Trustees

The trustees shall elect their officers annually, meet regularly and report at the business meeting regarding building maintenance and upkeep. The Trustees shall:

1. Oversee the care and maintenance of the Church property, real and personal including the Church Vehicles, within the scope of the Trustees budget.
2. Prepare and submit annually to the Budget Committee a recommended budget for necessary funds to cover items in the annual budget relating to buildings, grounds, equipment and insurance.
3. Be authorized to contract any necessary services for the building and grounds, such as HVAC repairs grass mowing, snow removal, etc.
4. Be authorized to spend up to \$1000 per incident for necessary repairs or improvements.

Article V: Board of Directors

Section 1 - BOARD MEMBERSHIP

The Board of Directors of Ashland Baptist Church shall consist of the Deacons and the Chairperson and Vice-Chairperson of the Trustees. The Chairperson shall be the current Chairman of the Deacons. Ex officio (nonvoting) members of the Board of Directors shall be: Pastor, Moderator, Church Clerk, and the Treasurer.

Section 2 - BOARD DUTIES

The Board of Directors shall have general supervision of the affairs of the church, between its regular business meetings. The Board shall be subject to the orders of the church and shall report all actions taken by the Board to the church for ratification. None of the Board's acts shall conflict with any of the provisions of this constitution, the bylaws of the church, appendix to the bylaws, or any action taken by this church.

Section 3 - BOARD MEETINGS

The annual meeting of the Board of Directors shall be held in May of each year. Other than the annual meeting, the Board of Directors shall meet at such time as they shall agree upon or by call of the Pastor, the Chairman of the Deacons, Chairperson of the Trustees, or written request of three (3) or more members of the Board. A quorum for board meetings shall be one (1) over half.

Section 4 - BOARD AUTHORITY

The Board of Directors shall have the power to acquire, by deed, devise, or gift, real estate and other property for the benefit of the church and shall have power by and with consent and approval of the congregation of this church, to convey, mortgage, or otherwise encumber or dispose of, by deed or other lawful manner, property acquired by said church, which said conveyance shall be signed by the Chairperson of the Board and attested by the Treasurer of the church. They shall also have the power to secure funds for carrying out the purposes of this church by subscription, gift, devise or bequest, and to accept donations. They shall have the further power, by and with the consent of said congregation, to execute notes and bonds for the purpose of borrowing money for the use of the church, and to execute deeds of trust, mortgages, pledges, or other indentures to secure the payment of money borrowed, whether upon bonds, notes, or other securities.

Article VI: STAFF

Section 1 - PASTOR

VI.1.1 Calling of a Pastor

Whenever a vacancy shall occur in the position of pastor, a Pastor Search Committee shall be appointed as follows:

The Church Membership shall nominate persons to serve on the Pastor Search Committee, which shall be elected by the church in a regular or special called business meeting. The Pastor Search Committee shall continue until dismissed by action of the church or until a pastor has been called by vote of the church. The Pastor Search Committee may only bring one candidate at a time before the church for action and a special business meeting shall be called when the Committee has a candidate to recommend. This business meeting may be held at the same time as a regular business meeting. However, notice of the special business meeting shall be given as provided in the constitution. Election shall be by secret ballot and an affirmative vote of seventy-five (75%) percent of those present and eligible to vote and voting shall be required to call a pastor.

VI.1.2 Qualifications for a Pastor

The pastor shall fulfill the biblical requirements as set forth in 1Timothy 3:1-7.

- The pastor is responsible for leading the church in functioning as a New Testament church.
- The pastor will lead the congregation, the organizations, and the church staff in performing their tasks.
- The major function of the pastor should be in performing all the pastoral duties and responsibilities.
- The pastor shall be the leader of all church worship, proclamation, education, and ministry.
- Included, but not limited to be listed some of the pastoral duties and responsibilities;
 - a. Preaching at all worship services as scheduled;
 - b. Visiting of members who are hospitalized, shut-in, or in need of counseling or fellowship with the pastor;
 - c. Leading members in the ordinances of: Baptism, the Lord's Supper, Marriage, and Funeral services;
 - d. Visitation of prospects for, church membership, salvation, edification, restoration, or reconciliation.
 - e. Leading of the Prayer service and other special and assigned or volunteered tasks or Bible studies.

VI.1.3 Compensation of a Pastor

The pastor shall be compensated however the budget allows as presented by the personnel committee and approved by the congregation. The pastor may be given a negotiated number of paid vacation days (based on calendar year, i.e. January 1 to December 31), in writing, at the time of employment by the church or as revised after employment. The pastor shall arrange for the pulpit supply on those Sundays. Unused vacation will not be allowed to accumulate to the next fiscal year. The pastor shall give at least two weeks notice (except in an emergency) to the Chairman of the Deacons before the vacation is to be used.

VI.1.4 Termination of a Pastor

The pastor may terminate his position by submitting his resignation, orally or in writing, giving at least two weeks notice before resignation is to take affect. The church may terminate the pastor by the following procedures:

A letter requesting a special business meeting to take up the matter of termination of the pastor, signed by at least twenty (20%) percent of the church members, shall be given personally, to the Pastor, Clerk, Chairman of the Deacons, and Moderator.

Within one (1) week of receiving said letter the church clerk shall give notice of a special business meeting as required by the Constitution. If the Pastor, Clerk, and Moderator cannot agree on a time for the special business meeting, it shall be held on the Sunday evening one week after notice is given as herein required, but in no case shall the meeting be delayed longer than one week from the giving of notice.

At the special business meeting the Moderator shall preside, if available, and if not the vice moderator shall preside.

The question shall be stated upon calling the meeting to order as follows: "Shall _____ be terminated in his position as pastor of this church?"

The question shall then be open for discussion.

After discussion has ended or the previous question has been ordered, the vote shall be taken by secret ballot.

Two-thirds of those eligible voters present and voting shall be required to terminate the pastor's position.

If the motion carries, additional action may be taken, relative to when the termination shall become effective, payment of severance pay if any, and other matters incident to termination.

Section 2 – MUSIC LEADER

The Music Leader will direct the Music Ministry of the church. The position of Music Leader will be filled and held upon approval of the church. The position of Music Leader may be a paid position by terms agreed upon and as approved by the church.

VI.2.1 The Music Leader shall:

1. Be responsible to the church and work with the Pastor in the planning, coordination, operation, budget, and evaluation of a comprehensive music program.
2. Be aware of revivals, weddings, funerals, special projects, ministries, and other church related activities to be held at the church in cooperation with appropriate individuals or groups. The Music Leader should be available for counsel and to provide and/or arrange music for the above occasions.
3. Aid in the enlisting, training, and supervising of any music groups and programs within the church and shall supervise and coordinate and keep informed the other compensated staff musicians as to their schedules and functions in the church's Music Ministry.

VI.2.2 Termination of the Music Leader

The termination of the music leader is at the will of the church. The personnel committee will be responsible for the administrative aspects of the termination.

Section 3 – CHURCH SECRETARY

The position of Church Secretary shall be a member of the church, if possible. The personnel committee will fill the position with the approval of the church.

VI.3.1 Duties of the Secretary

The position description and detail of the church secretary shall be established by the personnel committee and the pastor to whom the secretary is responsible. The Secretary shall prepare a budget for the budget committee.

VI.3.2 Compensation of the Secretary

The church secretary's salary will be as recommended by the Personnel Committee and approved by the church. The secretary's hours will be a minimum of twenty-five (25) hours per week. The church secretary may be given a negotiated number of annual (based on calendar year, i.e. January 1 to December 31) paid vacation days, in writing, at the time of employment by the church or as revised after employment. Unused vacation will not be allowed to accumulate to the next calendar year. The church secretary shall give at least two weeks notice to the Pastor and director of the Personnel Committee before the vacation is to be used. If, due to illness or vacation, the secretary is absent, it shall be the responsibility of the secretary to call upon a substitute from the approved list of individuals approved by the Personnel Committee to perform the duties and be compensated by the church at the same wage scale.

as the current secretary.

VI.3.3 Termination of the Secretary

The termination of the Secretary is at the will of the church. The personnel committee will be responsible for the administrative aspects of the termination.

Section 4 – BUILDING CUSTODIAN

The position of Building Custodian shall be a member of the church if possible. The personnel committee will fill the position with the approval of the church.

VI.4.1 Duties of the Building Custodian

The position description and detail of the Building Custodian shall be established by the personnel committee and the pastor to whom the Building Custodian is responsible. The Building Custodian shall prepare a budget for the budget committee.

VI.4.2 Compensation of the Building Custodian

Compensation of the building custodian shall be a salary according to the church budget. The building custodian may be given a negotiated number of annual (based on calendar year, i.e. January 1 to December 31) paid vacation days, in writing, at the time of employment by the church or as revised after employment. Unused vacation will not be allowed to accumulate to the next calendar year. The building custodian shall give at least two weeks notice except in an emergency to the deacon chair and pastor before the vacation is to be used. If, due to illness or vacation, the building custodian is absent, it shall be the responsibility of the building custodian to call upon a substitute to perform the duties and be compensated by the church in the same wage scale as is in the current budget.

VI.4.3 Termination of the Building Custodian

The termination of the Building Custodian is at the will of the church. The personnel committee will be responsible for the administrative aspects of the termination.

Section 5 - MUSICIANS

Musicians (organist or keyboardist and pianist) shall be members of the church. The positions will be filled and held with the approval of the church.

VI.5.1 Duties of the Musicians

1. They shall report to and coordinate with the Music Leader (Worship Director).
2. The musicians and their assistants shall perform their music functions when needed by the Music Leader.
3. They should be available (or arrange for an assistant to be available) for all worship services, Choir practices, and special services such as revivals, weddings, and funerals, if possible.

VI.5.2 Compensation of the Musicians

The musicians may be compensated upon approval of the church. If, due to illness or vacation, the musicians are absent, it shall be the responsibility of the musicians to notify the Music Leader (Worship Director). Substitute musicians may be compensated by the church in the same wage scale, upon approval of the church.

VI.5.3 Termination of the Musicians

The termination of the musicians is at the will of the church. The personnel committee will be responsible for the administrative aspects of the termination.

Section 6 – YOUTH (PASTOR)

Upon approval of the church, a Youth Pastor may be hired by the church. If so decided, a search committee should be formed and should look for a Youth Pastor, who, under the leadership of the Holy Spirit, could provide direction to the entire youth ministry of this church. A Youth Pastor shall then be recommended to the church by the committee and employed by church action.

VI.6.1 Duties of a hired Youth Pastor

A hired Youth Pastor will be responsible to the church through the pastor and church body, and will be responsible for directing, planning, organizing, coordinating, implementing and evaluating a comprehensive program of youth education (youth defined as 6th grade – 12th grade).

Specific Responsibilities:

- Counsel with church program organization leaders in planning, conducting, and evaluating a youth education ministry and in enlisting appropriate youth workers.
- Plan, organize and conduct special spiritual growth opportunities such as retreats, conferences and camps.
- Develop a detailed, proposed budget for the Youth Ministry in preparation for the annual budget. When a budget is approved, the Youth Pastor and the leaders shall work within their budget.
- Seek to lead youth to a deeper spiritual understanding of Christianity through Bible study, prayer groups, discipleship and evangelism training, fellowship and recreation.
- Provide input to the Sunday School Leader for desired programs and budget approval.
- Coordinate with other church departments and calendar youth events through the Church Council.
- Meet with the Pastor on a regular basis, to plan in accordance with other departments, and receive approval for plans.
- Seek to be a part of the staff team as they seek to further the church's mission and purpose.

- Ensure a safe environment for all youth activities

VI.6.2 Compensation of the Youth Pastor

Compensation of the Youth Pastor shall be determined and agreed upon by the church body.

VI.6.3 Termination of the Youth Pastor

The termination of the Youth Pastor is at the will of the church. The personnel committee will be responsible for the administrative aspects of the termination.

Article VII Missions

Ashland Baptist Church will utilize the six bible-based Missions of Administration, Discipleship, Evangelism, Fellowship, Ministry and Worship to carry out the work of the church. Each Mission will have a Coordinator to be responsible for the Mission's Ministry Directors and committees.

Coordinators

Each Mission will have a Coordinator selected in April who will oversee ministries of like-purpose in the church. In addition, each Coordinator will:

1. Serve on the Church Council
2. Be responsible for the filling of positions in their Mission
3. Review policy in their Mission and make necessary recommendations
4. Organize budget requests of their Mission for the annual budget proposal
5. Fulfill the duties of vacant positions within their Mission

Directors

A Ministry Director selected in May will be responsible for the implementation of that ministry's purpose. The Director may:

1. Request additional members of the church to assist in the implementation of their ministry's purpose
2. Form a temporary committee(s) to assist in their duties
3. Propose policy change (if needed) and budget needs to the Coordinator or to the church body.

Committees

Nothing in this document shall prohibit the use of temporary committees for the implementation of a ministry's purpose. Temporary committees formed to assist with duties of the specified ministry may be formed at the discretion of a Mission Coordinator or a Ministry Director.

Policy

Policy is a specific set of guidelines pertaining to specific ministries, missions, actions, or practices. Policy is the responsibility of the church body, and may only be enacted, changed, or terminated by a majority vote of the church body. A policy handbook shall be maintained in the church office and be reviewed annually by the Church Council.

Section -1-ADMINISTRATION MISSION

The mission of Administration is to “Keep the Church on Track.” (**Acts 2:41**)

The Church Council will serve as the leadership of the Administration Mission.

VII.1.1 Church Council:

The purpose of the Ashland Baptist Church Council is to coordinate, research, and review the primary and most labor-intensive administrative duties of the church on behalf of the congregation, and present its findings to the congregation for action. The Church Council should meet regularly, and prior to business meetings of the church to help more effectively communicate and organize recommendations for the church body’s consideration.

The Church Council will hold no authority to approve policy, enact administrative change, personnel change, or make financial transactions. The existence of the Church Council in no way prohibits the right of each member of the church to make recommendations, motions, or otherwise fully participate in church business meetings.

A. Church Council Membership

The Church Council shall consist of the Moderator, the Chairman of the Deacons, Chairperson of the Trustees, the Treasurer, the Clerk, Youth Director, and the five Mission Coordinators. The Pastor will be an ex-officio of the Church Council and of each Ministry Committee thereafter. The Church Council shall be chaired by the Moderator.

B. Church Council Duties:

In addition to considerations, research, or discussions of any church matter introduced by the Church, the Church Council will insure the following responsibilities are carried out annually:

1. In the first quarter of the year (July, August, September), the Council will conduct a full review of the **policy** manual and insure the Coordinators have reviewed policies with their Directors. This review will include a thorough review of the Child Safety Policy. Policy revision requests and new policy matters should be reviewed and discussed.
2. In the second quarter of the year (October, November, December), the Council will discuss **Vision and Planning** for the church, including a review of its long-term needs and goals. Findings of the review and discussion will be delegated to the appropriate Mission or authority (trustees, treasurer, etc), for proper presentation to the Church.

3. In the third quarter of the year (January, February, March), the Council will insure the **Nominating Committee** is selected, in place, and informed of their duties.
4. In the fourth quarter of the year (April, May, June), the Council will serve as the **Budget Committee**. Under the leadership of the Treasurer, the Council will annually prepare a budget to be presented to the church in the May business meeting. The council will work to meet the amendments/suggestions of the Church and present the revised proposed budget to the church in the June business meeting.

VII.1.2 Nominating Committee

The Nominating Committee shall consist of at least three church members nominated by the Church Council and presented to the church for approval. The Nominating Committee members shall elect their own director. They shall annually seek out and nominate qualified and motivated members to be approved by the church body to fill the following positions:

1. Discipleship Coordinator (approved by April for upcoming year)
2. Evangelism Coordinator (approved by April for upcoming year)
3. Fellowship Coordinator (approved by April for upcoming year)
4. Ministry Coordinator (approved by April for upcoming year)
5. At least six but not more than twelve Tally Team members (approved in June)
6. Church Officers (approved in June)

VII.1.3 Personnel Committee:

The Personnel Committee shall consist of five church members nominated at large from the church body, with the Treasurer as Director, for a total of six members. The Personnel Committee is to assist the church in policy and administrative matters related to all employed personnel. They shall be responsible for:

1. Oversight of staff needs
2. Administrative duties associated with the hiring and separation of employees (not Pastor or Youth Minister)
3. Oversight of Bylaws of the Church related to employees
4. Oversight of policies related to employees
5. Maintain updated job descriptions of employees
6. Oversight of benefit packages of employees

The Personnel Ministry Committee will bring forth all recommendations to the Church for action. The Personnel Ministry Committee will have the authority to gather information, whether for hiring purposes or disciplinary purposes, including the right to meet with employees. The Personnel Ministry Committee will not have the authority to hire or terminate employees without the approval of the congregation.

VII.1.4 TALLY TEAM:

The Tally Team shall consist of at least six church members but not more than twelve church members. All members shall be nominated annually and presented to the church for approval. The Tally Team members shall elect their own Director. At least two (2) church members shall count and record all funds received through the church and its activities. They shall count and record giving, which shall be turned over "only" to the Financial Secretary. All giving records shall be kept confidential. They shall also give a category breakdown of each deposit to the church treasurer weekly.

Section -2-DISCIPLESHP MISSION

The mission of Discipleship is to conduct events and activities for teaching people the Bible. **(Acts 2:42)**

The expansion of discipleship programs throughout the Church is the duty of **ALL** members

The Discipleship Coordinator will be selected annually by the nominating committee and presented to the church for approval. The Discipleship Coordinator will:

- 1) Coordinate training for teachers and ministry Directors within the team.
- 2) Assist the ministry Directors in filling vacant staff (teaching) positions.
- 3) Regularly assess the educational needs of the church and work to initiate ministries to fill those needs.
- 4) Assist Directors in finding educational material for their ministry

VII.2.1 SUNDAY SCHOOL MINISTRY

There shall be a Bible study program provided on Sunday mornings. The Sunday School Director will be nominated annually by the Discipleship Coordinator and presented to the church for approval. The Director will:

- 1) Work with the Coordinator in filling vacant Sunday School teacher positions
- 2) Maintain attendance records of the Sunday School program
- 3) Regularly assess the needs of the Sunday School program and report to the Discipleship Coordinator.

VII.2.2 NURSERY MINISTRY

There shall be a Nursery Ministry provided in the church for the Sunday School hour, Sunday morning worship, and other times deemed appropriate by the Nursery Director. The Nursery Director will be nominated annually by the Discipleship Coordinator and presented to the church for approval. The Director will:

- 1) Work with the Coordinator in filling vacant Nursery positions
- 2) Maintain attendance records of the Nursery program
- 3) Regularly assess the needs of the Nursery program and report to the Discipleship Coordinator.

VII.2.3 SUNDAY NIGHT MINISTRY

There may be Disciple Training on Sunday night. The Discipleship Director will be nominated annually by the Discipleship Coordinator and presented to the church for approval. The Director will:

- 1) Organize departments for all ages to teach members systematic theology, Christian history, Christian ethics, and church polity and organization.
- 2) Maintain attendance records of the Disciple Training program
- 3) Regularly assess the needs of the Disciple Training program and report to the Discipleship Coordinator.

VII.2.4 WEDNESDAY NIGHT MINISTRY

There may be a Wednesday Night Service. The Wednesday Night Director will be nominated annually by the Discipleship Coordinator and presented to the church for approval. The Director will

- 1) Organize departments for all ages on Wednesday night.
- 2) Maintain attendance records of the Discipleship program.
- 3) Regularly assess the needs of the Discipleship program and report to the Discipleship Coordinator

VII.2.5 DISCIPLESHIP MINISTRIES

Additional programs under the Discipleship Coordinator include, but are not limited to:

- 1) In-home bible study classes
- 2) Villa Ministry
- 3) Juvenile Justice Center Ministry
- 4) Other education-based groups within the church

VII.2.6 CHILD SAFETY COMMITTEE

The Child Safety Committee will be chaired by the Discipleship Coordinator and composed of the:

- 1) Sunday School Director
- 2) Youth Ministry Director
- 3) Children's Ministry Director
- 4) Nursery Ministry Director

The Committee will oversee the Child Safety Policy and work to ensure the church's compliance. The Committee will meet at least twice annually and present policy recommendations to the Discipleship Coordinator for presentation to the Church Council.

This structure shall not prohibit the placement or approval of teachers in newly formed classes, temporary classes, and spontaneously formed bible studies within the church body. Newly

formed educational classes of all types should seek organizational input of the Discipleship Coordinator.

Section -3- EVANGELISM MISSION

The mission of Evangelism is to lead the congregation to share Christ with the community.
(Acts 2:40)

The Evangelism Coordinator will encourage and promote church involvement in events that reach into the community to spread the Word of God. The Evangelism Coordinator will be nominated by the nominating committee and presented to the church for approval.

VII.3.1 OUTREACH MINISTRIES:

The Evangelism Coordinator will oversee numerous new and ever-changing activities annually to reach the community. The purpose of these events should be to reach people outside of our church and provide an opportunity for participants to share the gospel.

The Coordinator shall prepare an annual Calendar of Events and make an annual budget request for the use in outreach ministries. The Coordinator will nominate a Director and present that person to the church for approval, for any outreach activity the Coordinator does not personally oversee. Examples of such programs may include, but not be limited to:

1. Christmas Scene outreach ministry
2. Trunk or Treat outreach
3. Candle Lighting Service for the community
4. Food Pantry Ministry
5. Lottie Moon Ministry
6. Annie Armstrong Ministry
7. National Day of Prayer activities
8. Valentine's "Sweetheart Banquet" for the community
9. Any new event idea for reaching the community and needing coordination and planning

VII.3.2 Denominational Cooperation Ministry

The Evangelism Coordinator will nominate Messengers be approved by the church body to conduct the Denominational Cooperation Ministry of our church. Their duties shall be to get representatives from Ashland Baptist Church at the meetings of said body and report the actions of that body to the church.

1. **THE LITTLE BONNE FEMME ASSOCIATION:**

This committee should consist of as many as are permitted by the constitution of said body.

2. **THE MISSOURI BAPTIST CONVENTION:**

This committee should consist of as many as are permitted by the constitution of said body.

3. **THE SOUTHERN BAPTIST CONVENTION:**

This committee should consist of as many as are permitted by the constitution of said body.

VII.3.3 Guest Evangelist Ministry

The Evangelism Coordinator will be responsible for, in coordination with the Pastor, researching, scheduling guest evangelists and coordinating the stay of guest evangelists of the Church. The Coordinator may appoint a committee to assist in these duties.

Section - 4 – FELLOWSHIP MISSION MINISTRY

The mission of Fellowship is to conduct events that engage the congregation in building strong and lasting relationships with one another. **(Acts 2:46)**

The Fellowship Coordinator will be nominated by the nominating committee and presented to the church for approval. The Fellowship Coordinator will:

- 1) Assist Directors in filling staffing needs
- 2) Review and coordinate policy needs of each ministry annually
- 3) Provide oversight of the Fellowship and Church Activities budget

VII.4.1 FELLOWSHIP HALL MINISTRY:

The Fellowship Hall Director will be nominated by the Coordinator and presented to the church for approval. The purpose of the Fellowship Hall Ministry is to oversee the proper use of the fellowship hall and use it in a way that brings our members together for corporate fellowship

The Director will:

- 1) Be responsible for a committee of volunteers to assist in their duties.
- 2) Prepare an annual budget and submit it to the Coordinator.
- 3) Annually review kitchen and fellowship hall policies regarding all matters related to the food services operations and church wide fellowships, and present recommended changes to the Coordinator when appropriate.
- 4) Openly display the kitchen and fellowship hall policies in the kitchen and fellowship hall.

VII.4.2 CHURCH ACTIVITIES MINISTRY

The Church Activities Director will be the Church Secretary who will report to the Fellowship Coordinator on matters involving planned activities in the Church. The Director will be responsible for proper scheduling, communicating, and coordinating of activities that occur in the Church.

VII.4.3 DECORATIONS MINISTRY:

A Decorations Director will be nominated by the Coordinator and presented to the church for approval. The Decorations Director should form a committee of volunteers to assist in their duties. The Decorations Director shall be in charge of the flowers and decorations in the

church for all church-sponsored events. They shall prepare an annual decorations budget and submit it to the Coordinator.

Section - 5 - MINISTRY

The mission of Ministry is to be alert for “needs” of the congregation and initiate ways to meet those needs, as well as conduct events and activities that will enhance the ministry of our congregation to the community and around the world. (Acts 2:44-45)

The Ministry Coordinator will be nominated by the Nominating Committee and presented to the church for approval. The Ministry Coordinator will:

- 1) Assist Directors in budget preparation.
- 2) Nominate Directors to lead the following ministries in the church:

VII.5.1 SENIOR ADULT MINISTRY:

This Ministry will be maintained in the Church for the purpose of providing activities and opportunities for our Senior members to enhance their fellowship with one another, grow in their faith, and meet the needs of each other's and those in need.

The Director will be responsible for:

1. Organizing events and activities to fulfill this purpose
2. Submitting an annual budget request to the Coordinator

VII.5.2 MEN'S MINISTRY:

This Ministry will be maintained in the Church for the purpose of providing activities and opportunities for the Men of our membership to enhance their fellowship with one another, grow in their faith, and meet the needs of each other's and those in need.

The Director will be responsible for:

1. Organizing events and activities to fulfill this purpose
2. Submitting an annual budget request to the Coordinator.

VII.5.3 WOMEN'S MINISTRY:

This Ministry will be maintained in the Church for the purpose of providing activities and opportunities for the Women of our membership to enhance their fellowship with one another, grow in their faith, and meet the needs of each other's and those in need.

The Director will be responsible for:

1. Organizing events and activities to fulfill this purpose
2. Submitting an annual budget request to the Coordinator

VII.5.4 YOUTH MINISTRY:

The purpose of the Youth Ministry is to provide a sound Church endorsed curriculum of activities and classes that will lead our youth, defined as 6th grade through 12th grade in school, to a closer relationship with God.

If a Youth Pastor is employed by the church, the Youth Pastor will act as the Director of this position.

If a Youth Pastor is not employed by the church, The Ministry Coordinator will nominate a Director to fulfill the purpose of this ministry and to serve on the Church Council as the Youth Pastor Representative. The Director will, to the best of their abilities, fulfill the general responsibilities listed for Youth Pastor. The Director may form a Youth Ministry Committee to assist in the leading of this ministry.

VII.5.5 CHILDREN'S MINISTRY:

The purpose of the Children's Ministry is to provide a sound, Church endorsed curriculum of activities and classes at times outside of Sunday morning Sunday School that will lead our children, defined as up to and including 5th grade, to a better understanding of Christian beliefs and principles. The Children's Ministry should seek to lead children in bible education and developing a relationship with Christ through activities, classes, and programs such as:

1. Children's Church
2. Wednesday night (AWANAS, KICKS, etc)
3. Vacation Bible School
4. Children's camps (Cedar Crest etc)
5. Special choir, drama, activities, etc

The Children's Ministry Director will be nominated annually by the Ministry Coordinator and presented to the church for approval. The Director will assess Children's program needs within the church and work to implement Children's programs to fulfill the purpose of the ministry.

The Director will be responsible for:

1. Insuring all persons selected to work with children have been approved as mandated by church policy
2. Providing annual budget requests to Coordinator
3. Insure all activities have a plan in place for parental contact etc

In addition, the Director will be responsible for staffing **Leaders** for such programs as listed above and may form committees as deemed appropriate to lead such programs. The leaders (or committees) of those programs will be responsible for:

1. Submitting budget requests to the Director

2. Insure planned activities are communicated to the church (meetings, bulletins, etc)
3. Providing a safe environment for the kids to participate in

VII.5.6 BEREAVEMENT MINISTRY:

The purpose of the Bereavement Ministry is to provide a coordinated expression of condolence on behalf of the Church to the family of a loved-one who has died.

The Bereavement Ministry Director will be the church secretary unless another member is nominated by the Coordinator and presented to the church for approval. The Director will:

1. Prepare an annual bereavement budget and submit it to the Coordinator
2. Review written procedures and policies and submit proposed changes to the Coordinator.

VII.5.7 BENEVOLENT MINISTRY: The purpose of the Benevolent Ministry is to assist those in their most desperate time of need by sharing our financial blessings in the name of Jesus Christ. The Benevolent Ministry Director will be the church Pastor unless another member is nominated by the Coordinator and presented to the church for approval. The Director will:

1. Submit an annual budget to the Coordinator and insure the budget is closely followed
2. Closely review policies and submit revision requests to the Coordinator

Section - 6 – WORSHIP MISSION

The mission of Worship is to conduct worship events and activities that will lead our congregation to engage in the experience of personal and corporate worship that leads people to love God with all their hearts. **(Acts 2:47)**

The Worship Ministry Coordinator shall be the Music Leader, as voted on by the congregation. In addition to the duties of Music Leader, the Worship Coordinator will provide guidance and coordination as necessary for musicians, audio video operators, and special guests involved in the service.

VII.6.1 AUDIO VIDEO MINISTRY

An audio video Director should be selected annually by the Worship Coordinator and approved by the church body. The Director will:

- 1) Insure adequate staffing for services
- 2) Be responsible for training when appropriate
- 3) Assess budget needs and make annual budget recommendations to the Coordinator

VII.6.2 USHERING MINISTRY

The Ushering Ministry Director will be nominated by the Coordinator and presented to the Church for approval. The Director will act as the Head Usher and will be responsible for:

1. Selecting church members to do the ushering during all worship services (seating, greeting, and disseminating bulletins)
2. Receiving offerings

Article VIII AMENDMENT TO BYLAWS

These bylaws can be amended by a two-thirds (2/3) vote at any regular business meeting or a special business meeting called for the purpose of considering an amendment to the constitution, provided that the proposed amendment has been submitted in writing at the prior regular business meeting posted on church bulletin boards, and in the church bulletin for two (2) Sundays prior to the business meeting at which the amendment is to be considered.

SECTION 1 - PARLIAMENTARY AUTHORITY

The rules contained in current edition of Robert's Rules of Order shall govern the church in all cases to which they are applicable and in which they are not in any way inconsistent with this Constitution, the bylaws, or any special rules of order, the church may adopt.