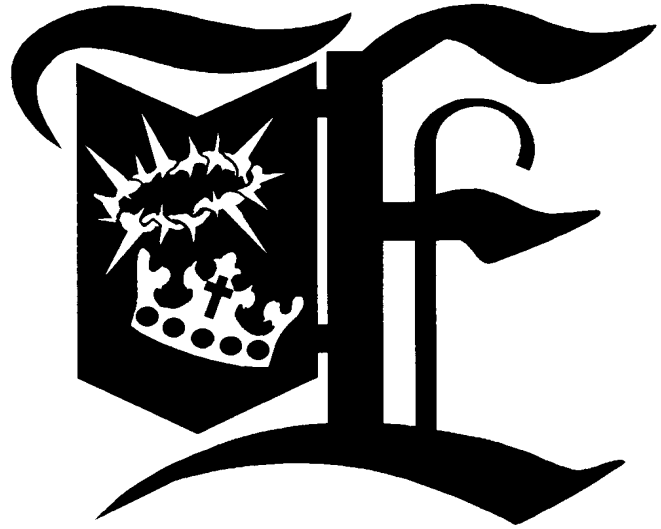


**CONSTITUTION**

**BY-LAWS**

**POLICIES &  
PROCEDURES  
MANUAL**



**OF  
FIRST BAPTIST CHURCH  
ENGLAND, ARKANSAS**

**“Let all things be done  
decently and in order.”  
1 Corinthians 14:40**

**To Be Presented to the Church for Approval  
at Business Meeting - August 19, 2009**

**Committee Members:**

**Ray VanZandt (chairman), Beverly Jones,  
Faye Nipps, Chuck Overton, Kathy Rice**

**ADOPTION  
OF THE FOLLOWING DOCUMENTS  
WILL SUPERCEDE ALL OTHER DOCUMENTS  
ADOPTED BY THE CHURCH IN THE PAST**

# ENGLAND FIRST BAPTIST CHURCH

## CONSTITUTION, BY LAWS AND POLICIES & PROCEDURES MANUAL

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# **ADOPTION OF THE FOLLOWING DOCUMENTS WILL SUPERCEDE ALL OTHER DOCUMENTS ADOPTED BY THE CHURCH IN THE PAST**

**To Be Presented to the Church for Approval at Business Meeting - August 19, 2009**

**Committee Members:**

**Ray VanZandt (chairman), Beverly Jones, Faye Nipps, Chuck Overton, Kathy Rice**

## **CONSTITUTION OF FIRST BAPTIST CHURCH ENGLAND, ARKANSAS**

“Let all things be done decently and in order.” 1 Corinthians 14:40

**To Be Presented to the Church for Approval at Business Meeting - August 19, 2009**

The Constitution requires a 3/4 majority of members present to amend.

### **PREAMBLE**

We declare and establish this Constitution for the preservation and security of the principles of our faith in order that this body may be governed in an orderly manner consistent with the generally accepted tenets of the churches of the Southern Baptist Convention.

This Constitution shall preserve the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relationship to other churches.

This Constitution shall be for the governing of the affairs of this church and shall in no way encroach upon the preaching of the Gospel.

### **ARTICLE 1 -NAME**

This body shall be known as the First Baptist Church of England, Arkansas.

### **ARTICLE 2 -OBJECTIVES**

#### **Section 1 –General**

This church is:

To be a dynamic spiritual church empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world;

To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership;

To experience an increasingly meaningful fellowship with God and fellow believers;

To help people experience a growing knowledge of God and man;

To be a church which ministers unselfishly, meeting the needs of persons in the community and the world in Jesus' name;

To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

**Section 2 -Mission Statement:** The church is to adopt a mission statement as felt led. (See the "Policies & Procedures Manual.")

### **ARTICLE 3 -BASIC BELIEFS**

We affirm the Holy Bible as the inspired Word of God and the basis of our beliefs. The church agrees in principle and spirit with the doctrinal statement of "The Baptist Faith & Message" as adopted by the Southern Baptist Convention in 2000. We voluntarily 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 the church are believer's baptism (biblical immersion) and the Lord's Supper (communion).

### **ARTICLE 4 -CHURCH COVENANT**

From the "Encyclopedia of the Southern Baptist Convention":

The version of the church covenant most common among Southern Baptist churches dates back to 1833 and the New Hampshire Baptist Convention. It was published in 1853 under the title "The New Hampshire Confession of Faith." That larger document served as the model for the first version of the Baptist Faith & Message in 1925. This version of the church covenant has been amended several times at the annual meetings of the Southern Baptist Convention.

"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, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, destructive drugs

or intoxicating drinks as a beverage; to shun pornography; 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 one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word."

## **ARTICLE 5 -POLITY AND RELATIONSHIPS**

The government of this church is democratic, vested in the body of biblically baptized believers who compose it. The membership of the church shall be composed of biblically baptized believers whose names appear on the church roll at the time of the adoption of this Constitution and those accepted for membership as hereafter provided.

The membership has the exclusive right to determine who shall be members of this church and the conditions of such membership. (See the "Policies & Procedures Manual.")

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action. (See the "Policies & Procedures Manual.")

The church is subject to the control of no other ecclesiastical body, but it recognizes and sustains obligations of mutual counsel and cooperation common among Southern Baptist churches.

As is practical, this church will cooperate with and support the Caroline Baptist Association, the Arkansas Baptist State Convention, and the Southern Baptist Convention through the Cooperative Program, seasonal missions offerings, and other ways as the church decides. (See the "Policies & Procedures Manual.")

## **ARTICLE 6 -AMENDMENTS**

This Constitution may be amended through a special called business meeting with a 3/4 favorable vote of those present and voting.

# **END OF CONSTITUTION DOCUMENT**

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# **BY-LAWS OF FIRST BAPTIST CHURCH ENGLAND, ARKANSAS**

“Let all things be done decently and in order.” 1 Corinthians 14:40

**To Be Presented to the Church for Approval at Business Meeting - August 19, 2009**

The by-laws require a 3/4 majority of members present to amend.

## **ARTICLE 1 -CHURCH MEMBERSHIP**

### **Section 1 -Candidacy**

Any person may offer himself as a candidate for membership in this church. All candidates shall be presented to the church at any business meeting of the church for membership in the following ways:

1. By profession of faith and for baptism (biblical immersion) according to the policies of this church. (See “Policies & Procedures Manual”).
  2. By promise of letter of recommendation from another church of like faith and order. (See “Policies & Procedures Manual.”)
  3. By statement of conversion and biblical immersion. (See “Policies & Procedures Manual.”)
- Should there be any dissent to granting membership, please consult the “Policies & Procedures Manual.”

### **Section 2 -Privileges and Responsibilities of Membership**

1. Every member is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present in the meeting at the time the vote is taken.
2. Every member may participate in the ordinances as administered by the church.

**Section 3 -Termination of Membership.** (See the “Policies & Procedures Manual.”)

**Section 4 -Church Discipline:** This church shall practice biblical church discipline. (See the “Policies & Procedures Manual.”)

## **ARTICLE 2 -CHURCH OFFICERS**

All who serve as officers shall be members of this church, regular in attendance and supportive of the church programs.

### **Section 1 -Pastor**

The pastor is responsible for leading the church to function as a New Testament Southern Baptist church. The pastor is the leader of the pastoral ministries of the church.

The pastor is to lead and equip the church to proclaim the Gospel to believers and unbelievers and care for the church's members and others in the community.

For search, election, termination, and administrative duties of the pastor, see the "Policies & Procedures Manual."

## **Section 2 -Other Church Staff**

The ministerial, secretarial, custodial, and other staff shall be employed as the church determines the need. For search, election, termination, and administrative duties, see the "Policies & Procedures Manual."

## **Section 3 -Deacons**

Deacons are to be servants of the church. Their task is to serve with the pastor and church staff to lead and equip the church to proclaim the Gospel to believers and unbelievers and care for the church's members and others in the community.

An active deacon shall be a male member of the church. Biblical qualifications are set forth in Acts 6:3 and 1 Timothy 3:18-12. For nomination, election and termination of deacons see the "Policies & Procedures Manual."

## **Section 4 -Church Clerk**

The Clerk is to keep a record of all official actions of the church and other matters as addressed in the "Policies and Procedures Manual."

## **Section 5 -Treasurer & Accountant**

The treasurer is to receive, preserve, and pay out upon receiving a receipt or invoice approved and signed by authorized personnel, all money or things of value paid or given to the church. See the "Policies & Procedures Manual" for details.

The accountant is to prepare the financial statements of the church from the materials submitted by the treasurer. See the "Policies & Procedures Manual" for details.

## **Section 6 -Trustees**

Upon specific vote of the church authorizing each action, trustees shall have the power to buy, sell, mortgage, lease, or transfer any church property and shall sign legal documents. See the "Policies & Procedures Manual" for nomination, election, and other duties.

## **Section 7 -Caroline Baptist Association Representative**

This representative shall be recommended annually by the Nominating Team and elected by the church to be a voting member of the Caroline Baptist Association Executive Board. This

individual will represent the church at the executive board's monthly and special meetings. He will act as a liaison between the church and the association.

### **ARTICLE 3 -CHURCH TEAMS (COMMITTEES)**

The church shall operate rotating teams (committees), standing teams (support groups) and special teams (committees) elected annually by the church upon the recommendation of the Nominating Team. See the "Policies and Procedures Manual" for a list of teams and duties.

### **ARTICLE 4 -CHURCH PROGRAM ORGANIZATIONS**

The church is to maintain programs of Bible teaching; church member training; church leader training; new member orientation; mission education, action, and support; and music education, training, and performance.

All organizations related to the church programs shall be under church control with all officers and teachers nominated and elected by the church and reporting regularly to the church. See the "Policies and Procedures Manual."

All program activities are subject to church approval.

The church is to provide the human, physical, and financial resources for the appropriate advancement of these programs.

All persons who serve in church elected positions in any church program organizations are to use curriculum furnished by the church. Exceptions must be approved in advance. See the "Policies and Procedures Manual."

For a listing and description of Church Program Organizations, see the "Policies and Procedures Manual."

### **ARTICLE 5 -CHURCH PROGRAM SERVICES**

The church is to maintain resources for church program organizations. See the "Policies and Procedures Manual."

### **ARTICLE 6 -CHURCH COUNCIL**

The Church Council is to serve the church by leading in planning, coordinating, conducting, and evaluating the ministries, programs, and organizations of the church. See the "Policies & Procedures Manual" for details.

### **ARTICLE 7 -CHURCH ORDINANCES**

#### **Section 1 -Baptism (Biblical Immersion)**

Baptism is for believers by immersion. It is the symbolic act of obedience picturing the life, death, burial, resurrection, and ascension of our Lord and Savior Jesus Christ. It is to be administered by the pastor, deacons, or persons designated by the church. Vice Chairman of the deacons is responsible to assist in baptistery preparation for the observance of baptism.



A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or staff or deacons and, if negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism and removed as a candidate for church membership.

## **Section 2 -The Lord's Supper (Communion)**

The Lord's Supper is for baptized believers in fellowship with the Lord and His church and is to be observed / celebrated periodically throughout the year. The pastor, ministry staff, and deacons are responsible for and are to administer the Supper. The Vice Chairman of the deacons is responsible for preparation of the elements for the Lord's Supper.

## **ARTICLE 8 -CHURCH MEETINGS**

### **Section 1 –**

#### **Regular Sunday Worship and Activities; Regular Wednesday Prayer Meeting and Activities.**

The church is to meet each Sunday morning and evening for worship unless church policy or action rules otherwise (see the Policies & Procedures Manual). Education, fellowship, prayer, praise, preaching, and evangelism should be included. The pastor is responsible for directing the services.

The church is to meet on Wednesdays for prayer, devotion, regular and called business meetings, and other activities. See the "Policies & Procedures Manual" for details.

**Section 2 -Special Services:** Revivals, Bible Studies, and other special events may be conducted.

### **Section 3 -Business Meetings**

**Regular Business Meetings:** Regular Business Meetings are to be held monthly. See the "Policies & Procedures Manual" for details.

**Special Business Meetings:** Special Business Meetings may be called by the Pastor or Chairman of the Deacons to consider matters needing immediate attention. Notice of time and place is to be announced at Sunday morning worship services unless extreme emergency dictates.

**Quorum:** Fifteen (15) or more members present constitute a quorum, regardless of number of votes cast.

**Parliamentary Rules:** "Robert's Rules of Order, Revised" is the authority for procedure for all business meetings of the church.

**Parliamentary Note:** A common misconception is that the "ex-officio" members are "honorary" members. However, "Robert's Rules of Order" states that all ex-officio team members have full voting and participation privileges and responsibilities. "Robert's Rules of Order" also states that all team (committee) chairmen have full voting and participation privileges and responsibilities.

## **ARTICLE 9 -CHURCH FINANCE**

### **Section 1 -Budget**

The Finance Team is to prepare and submit to the church for approval an inclusive budget, indicating, by items, the amount needed and sought for all local and other expenses. See the "Policies & Procedures Manual" for details.

Membership of this church involves financial obligation to support the church and its ministries with regular, proportionate tithes and offerings. There are to be annual opportunities for the membership to make commitments of financial support. See the “Policies & Procedures Manual” for details.

The Church Fiscal Year shall run concurrently with the calendar year.

**Section 2 -Accounting Procedures**

A system of accounting is the responsibility of the Finance Team. See the “Policies & Procedures Manual” for details.

**ARTICLE 10 -POLICIES & PROCEDURES**

The Church Council shall compose, update as needed, and review annually a “Policies and Procedures Manual.” Any church member or church organization or team may initiate suggested changes in the manual. Changes in the Policies and Procedures Manual may be made by a simple majority vote.

**ARTICLE 11 –AMENDMENTS**

These by-laws may be amended through a special called business meeting with a 3/4 majority of those present and voting required.

**END OF BY LAWS DOCUMENT**

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# **POLICIES & PROCEDURES MANUAL OF FIRST BAPTIST CHURCH ENGLAND, ARKANSAS**

“Let all things be done decently and in order.” 1 Corinthians 14:40

**To Be Presented to the Church for Approval at Business Meeting - August 19, 2009**

The Policies & Procedures Manual requires a simple majority of members present to amend.

## **Section 1 -Mission Statement**

Formulated November, 2001 and revised annually by the pastor.

Our current mission statement is “England First Baptist Church -Exalting God’s Son, Evangelizing God’s World, Encouraging God’s People.”

Our mission scripture is 1 Peter 2:9-12:

“... You are a chosen people, a royal priesthood, a holy nation, His own special people that you may declare the praises of Him who called you out of darkness into His wonderful light. ... Dear friends, I urge you, as sojourners and pilgrims in the world, to abstain from sinful desires, which war against your soul. Live such good lives among the unbelievers that, though they accuse you of doing wrong, they may see your good deeds and glorify God ...”

Our mission is illustrated in our church symbol with the crown of thorns and crown of jewels. The crown of thorns represents our commitment to evangelize God’s world to salvation. “Without faith it is impossible to please God, for he who comes to God must believe that He is” Heb. 11:6a, b.

God has promised salvation for those who seek Him.

The need for forgiveness -“In Christ we have forgiveness of sins” Ephesians 1:7.

The need for acceptance -“Whoever believes in Him will not perish” John 3:16.

The need to overcome the impossibility of sin -“All have sinned” Romans 3:23.

The need to turn and repent -“Unless you repent, you will perish” Luke 13:3.

The need for heaven -“I go to prepare a place for you” John 14:3.

The crown of jewels represents our commitment to encourage God’s people to service. “He is a rewarder of those who diligently seek Him” Hebrews 11:6c. God has promised rewards for those who serve Him.

The reward for willingness -“Be temperate in all things and you shall be rewarded”  
1 Cor.9: 24-5.

The reward for witnessing -“You are our joy and reward” 1 Thessalonians 2:19-20.

The reward for willfulness -“Endure temptation and you shall be rewarded” James 1:12.

The reward for work -“Serve the people of God and you shall be rewarded” 1 Pet. 5:2-4

The reward for watchfulness -“Those who love His appearing shall be rewarded”

2 Timothy 4:7-8

As “A Chosen Generation,” we show people how to be children in God’s Family-

“As newborn babes, desire the pure milk of the Word” 1 Peter 2:9.  
As “A Royal Priesthood,” we show people how to worship in God’ House –  
“You also, as living stones, are being built up a spiritual house” 1 Peter 2:5.  
As “A Holy Nation,” we show people how to strive for God’s Kingdom –  
“As sojourners and pilgrims, abstain from fleshly lusts” 1 Peter 2:11.  
As “His Own Special People,” we show people how to live in God’s World –  
“Have your conduct honorable among those in the world” 1 Peter 2:12.  
Join us in “proclaiming the praises of God” 1 Peter 2:9.

## **Section 2 -Guidelines for Church Membership**

### **1. Membership Candidates.**

From The Baptist Faith & Message 2000:

From Article IV: Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer ...

There is no salvation apart from personal faith in Jesus Christ as Lord. John 3:3-21, 26; Acts 4:12; Romans 10:9-10, 13.

From Article VII: Baptism

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience, symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ ... Matt. 3:13-17, 28:19-20; Acts 2:41-42; 8:35-39; Rom. 6:3-5.

All candidates for church membership will be privately counseled about their profession of faith and baptismal experience in relation to this church's policies and those of age will be asked to read “The Baptist Faith & Message 2000” pamphlet of the Southern Baptist Convention before their request for membership is presented at a church business meeting. 1 Peter 3:15 (NIV) “But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect.”

### **2. Termination of Membership**

Membership may be terminated by:

1. Death of member.
2. Transfer of letter to another church.
3. Exclusion by the action of this church. (See point 5)
4. Erasure upon request or proof of membership in another church.
5. Discipline of Membership

It is the practice of this church to emphasize that every reasonable measure is to be taken to assist any troubled member. The pastor, church ministry staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and deacons shall take every reasonable measure to

resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present and voting is required. All such meetings are to be pervaded by a spirit of Christian kindness and forgiveness.

By request, the church may restore to membership any person previously excluded upon evidence of repentance and reformation.

### **Section 3**

## **Guidelines for Nomination and Election of Church Ministers, Other Staff, and Deacons and Other Church Officers**

### **1. Pastor**

A pastor is to be called by the church when a vacancy occurs. The election is to take place at a meeting called for that purpose. At least one week's public notice to the membership is to be given.

A pastor search committee elected by the church is to consist of five members, no two being from the same family, plus two alternates.

The search team is to bring only one candidate at a time for consideration by the church. Its unanimous recommendation constitutes a nomination.

Voting is by secret ballot. An affirmative vote of ninety percent of those present and voting constitutes election as pastor.

He may preside at meetings of the church.

He is to serve as moderator in all business meetings unless otherwise provided in this manual.

He is to conduct all business meetings according to rules of order authorized in this manual.

He is to be an ex-officio member (with all rights and privileges) of all teams of the church.

The pastor is to serve until the relationship is terminated by his request or at the church's request.

The pastor may relinquish the office by giving at least two weeks notice to the church.

The church may declare the office of pastor vacant. Such action shall take place at a meeting called for that purpose with at least two weeks public notice to the membership.

The meeting may be called by a majority vote of the active deacons or by written petition from church members signed by not less than one-fourth of the average Sunday school attendance for the previous year. The moderator of this meeting shall be the chairman of deacons or vice chairman if the chairman cannot so act. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of three-fourths of the members present and voting being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

When the church is without a pastor, the active deacons are responsible for securing speakers to preach at all services of the church.

### **1a. Other Church Staff**

The ministerial staff shall be called and employed as the church determines the need for such offices. When a staff vacancy occurs, the Church Council will review the vacancy and make

recommendations to the church concerning the job description and appropriate Search Committees. Termination will be the same as for the staff position of pastor.

Non ministerial staff personnel shall be employed by the church upon recommendations of the Personnel Team. Job descriptions for all personnel will be maintained by the personnel team. Salary and compensation information for all is available in the church budget that is made available to all members during the monthly business meetings.

## **2. Deacons**

There are three kinds of deacons - active (serving rotating, three year terms), inactive (not serving at present), and emeritus (title granted by the church to deacons deciding to retire). The church is to have one active deacon for every fifty members providing there are qualified men to serve.

### Qualification from the Bible

Acts 6:3: Therefore, brethren, seek out from among you seven men of good reputation, full of the Holy Spirit and wisdom, whom we may appoint over this business.

1 Timothy 3:8-12: Likewise deacons must be reverent, not double-tongued, not given to much wine, not greedy for money, holding the mystery of the faith with a pure conscience. But let these also first be tested; then let them serve as deacons, being found blameless. Likewise, their wives must be reverent, not slanderers, temperate, faithful in all things. Let deacons be the husbands of one wife, ruling their children and their own houses well.

### Qualifications of the Church

1. An active deacon shall be a male member of the church who has attained the age of 21. He shall agree to support the full program of the church and be a tither. He shall have been a member of this church for at least one year prior to consideration. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instances as one might be chosen by the church for assignment as deacon, his previous ordination by another Baptist church of like faith and order shall suffice for this church.

2. Deacons shall serve on a rotation basis. Each deacon shall be elected for a term of three (3) years. After serving a term of three year assignment, a deacon shall be eligible for re-election only after the lapse of at least one year. Each year the assigned terms of office of one third of the number of deacons shall expire, and an election shall be held to fill the vacancies. Deacons shall be elected at a regular business meeting of the church in August. Suggestions for the office of deacon shall be solicited from the church starting with the date of the regular business meeting in June until the regular business meeting in July. Suggestions received during this time will be submitted to a deacon nominating team consisting of the pastor and the active deacons whose terms are expiring. This team will make any necessary investigations or inquiry regarding qualifications. The team will then make its nominations to the church for a vote. The terms shall run September through August.

3. In accordance with the meaning of the work and practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministry tasks of leading the church in achievement of its mission, proclaiming the gospel, and caring for the church members and other persons in the community.

## **3. Clerk**

The clerk is to be elected annually upon recommendation of the Nominating Team.

The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admissions, dismissions, death, or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal voted on by the church, preserve on file a communications and written oral reports, and give required notice of all meetings where notice is necessary, as indicated in the by-laws and policies and procedures manual. The clerk shall be responsible for preparing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are the property of the church and will be maintained in the church office.

#### **4. Treasurer**

The treasurer is to be elected annually upon recommendation of the Nominating Team.

It is the duty of the treasurer to receive, preserve, and pay out upon receiving a receipt or invoice approved and signed by authorized personnel, all money or things of value paid or given to the church. The treasurer is to at all times keep an itemized account of all receipts and disbursements. All disbursements are to be made by check.

The treasurer is to render to the church at each business meeting an itemized report of the receipts and disbursements of the preceding month.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, records are to be delivered by the treasurer to the church office. Records will be preserved for seven complete years.

The church may delegate some of the treasurer's responsibilities to a church secretary who is to assist the elected treasurer.

The treasurer is an ex-officio (voting) member of the Finance Team.

#### **5. Accountant**

The accountant is to be elected annually upon recommendation of the Nominating Team.

The accountant is to prepare the financial statements of the church from the materials submitted by the treasurer.

The accountant will examine the treasurer's report and records periodically.

#### **6. Trustees**

The church shall elect three trustees annually recommended by the Nominating Team.

### **Section 4 Guidelines for Rotating Teams (Committees), Standing Teams (Support Groups), and Special Teams.**

#### **Rotating Teams:**

All team members shall be nominated by the Nominating Team and elected by vote of the church. Members shall serve three year terms (except where noted). After serving a term of three years, individuals may be reelected after the lapse of one year. Each year, one third of a team's member's terms shall expire.

There will be an organizational mass meeting of all Teams when the new church year begins each September. At this meeting a letter from the pastor and Nominating Team will be

passed out to all teams. Also, at this meeting each team is requested to elect a chairman, establish a regular monthly meeting date/time/place and turn this information into the church office. When applicable, each team will develop an annual budget request and submit it to the Finance Team no later than November 1 each year.

**As soon as possible after the September organizational meeting, each team is to file a current copy of it's policies and procedures with the church clerk to be included annually at the end of this "Policies & Procedures Manual".**

**Current Teams include:**

1. **Benevolence Team** is to organize and perform acts of kindness and charity to persons or families in need in the name of Christ and the church.
2. **Building & Grounds Team** is to maintain church property and equipment through operational and preventative maintenance; insure properties have sufficient insurance, including liability insurance; promote conservation of energy and other resources; develop a plan to secure the properties when not occupied; administer such work as assigned by the church.
3. **Children's Team** is to assist the Children's Minister in planning children's ministry, including curriculum and periodic events. This team (or representatives of) is to serve as a search team when the position of Children's Minister is vacant.
4. **Church Staff Ministry Team** is elected by the church upon recommendation from appropriate Search Committees to lead the church in the Great Commission. See the following section of "Appendices" for more information.
5. **Deacon Ministry Team** is to serve weekly in contacting church members and guests who register at services. Team members are active deacons.
6. **Fellowship Team** is to plan, promote, coordinate, calendar, and conduct church-wide fellowships. If kitchen services are needed, this team should work with the Kitchen Team.
7. **Finance Team** is to prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed for all expenses. A system of accounting that will adequately provide for the handling of all funds is to be the responsibility of the Finance Team.  
The team will develop and recommend methods of using the appropriate channel of the church to introduce biblical stewardship concepts to church members.  
The Team will lead in developing understanding of and commitment to associational missions and world missions through the Cooperative Program. 10% of the Lottie Moon Christmas Offering for International Missions will be contributed from the General Fund.  
The Team will insure that offering envelopes are made available to church members.
8. **Hospitality Team** is to assist the church ministry staff when requested in providing food and housing for any ministry guests. They will provide or contact church members to provide meals and housing for ministry guests when needed.
9. **Music Team** is to assist the Music Minister in planning the music ministry and the teaching, training, and performance of music for the church. This team (or representatives of) is to serve as a search team when the position of Music Minister is vacant. The Music Team includes the rotating members and these ex-officio members: The Minister of Music, the Sound Team Chairman, the Video Team Chairman, the Church Accompanists, and the Pastor.
10. **Nominating Team** is to recommend non-staff church officers and church program directors, recommend any volunteer leaders to the church, recommend members to fill standing, special



teams and support groups. This team shall consist of the Sunday School Director, the assistant Sunday School Director, two rotating members nominated by this team, and two rotating members nominated from the floor.

11. **Personnel Team** shall consist of two deacons selected by the deacon body, chairpersons of the Building and Grounds, Music and Youth teams. These five members shall serve the Church in matters that related to personnel both ministerial and non-ministerial positions. Personnel Team responsibilities include but are not limited to matters of:

- A. Employment procedures.
- B. Salary plans.
- C. Personnel benefits.
- D. Personnel services.
- E. Legal requirements.
- F. Employment termination not otherwise covered in the Church Constitution/By-laws/Policy & Procedures.

Personnel Team shall:

- A. Develop personnel policies and procedures, develop and maintain job descriptions.
- B. Recommend to Finance Team a yearly proposal of all employee salaries and benefit packages.

The Personnel Team shall also act as a mediator in case of problems between employees. Employees should bring problems or grievances to the Personnel Team. Also, church members wishing to express concern about any employees' actions or job performance should do so through the Personnel Team.

It shall be the policy of the Personnel Team to require approval before using any of the church computers. This approval comes only from the Personnel Team and is automatically given to paid staff members.

The Personnel Team also shall require the locking of the Church office and Pastors office when no staff member is present.

When the pastor is present guest speakers will be cleared with the Personnel Team. This does not apply to revival speakers or in the instances when the pastor is absent.

12. **Preschool Team** is to plan and coordinate preschool activities and recommend needed policies to the church.

13. **Senior Adult Ministry Team** (WMU officers) is to plan and recommend to the church activities and programs for the seniors adults of the church and their guests.

These activities may include, but are not limited to, a yearly overnight trip to a senior adult rally and periodic day trips to senior adult activities.

This team should request from the church any funds needed to supplement the activities when budget preparation is done in the fall or as needed.

14. **Van/Bus Team** is responsible for purchasing, maintaining, servicing, and recommending policies of all church owned vehicles.

15. **Youth Team** is to assist the Youth Minister in planning youth ministry. This team (or representatives of) is to serve as a search team when the position of Youth Minister is vacant; assist Youth Minister in raising funds for mission projects or youth camps; assist Youth Minister in planning Senior Sunday; help Youth Minister chaperone youth events; meet regularly or as needed to discuss matters pertaining to the Youth Department.

### **Standing Teams (Support Groups)**

All team members shall be nominated annually by the Nominating Team and elected by vote of the church (except where noted). Members are not limited to number of successive terms. When applicable, each team will develop an annual budget request and submit it to the Finance Team no later than November 1 each year.

**As soon as possible after the September organizational meeting, each team is to file a current copy of it's policies and procedures with the church clerk to be included annually at the end of this "Policies & Procedures Manual".**

1. **Flower Team** is to decorate the church for special occasions and coordinate a list of those who wish to place floral arrangements in the auditorium.

The Flower Team is responsible for coordinating the list of church members who volunteer to provide flower arrangements for the sanctuary during Sunday services in special recognition of loved ones. A calendar will be provided for the people to sign up for arrangements on Sundays and will be available in the church office. Flowers must be placed on the pedestal provided during the holiday seasons that the Flower Team decorates.

The team will also be responsible for decorating the church for the special occasions of Easter, 4<sup>th</sup> of July, Thanksgiving and Christmas. This team may spend up to \$500.00 without church approval.

2. **Counting Team** is to be responsible for counting and banking all funds through the Sunday school and worship services.

3. **Kitchen Team** is responsible for recommending policies for kitchen use and for providing cooking for special occasions.

4. **Sound & Video Team** will be responsible for the operation and maintenance of the sound and video equipment of the Church. The team will ensure a sufficient number of personnel are trained and available to operate equipment, as well as record, copy and distribute Sunday morning and special services.

The team shall work closely with the Music and Building & Grounds Teams to ensure the sound, tape and video needs of the Church are met. No unauthorized persons shall operate equipment without first gaining permission from Sound, Tape & Video Team. Equipment shall only be used for its intended purpose.

Sound, Tape and Video Team shall make recommendations concerning need for any additional equipment or updating of equipment. Team shall be responsible for ordering of CD copying supplies. The Sound and Video personnel of the church Music Program are to assist the Minister of Music and the Pastor in planning, rehearsal, and performance of worship, concerts, and other special programs and services. The Minister of Music and the Pastor are ex-officio members of the Sound Team and the Video Team.

5. **Trustees Team** -see Article 2, Section 6 of these by-laws and Section 3 number 6 of Policy and Procedures.

6. **Ushers Team** is responsible for appointing and supervising ushers for all church services.  
Special Teams

7. **Bereavement Team** is to provide a family meal in the event of the death of a church member.

All Special Team members shall be nominated by the Nominating Team and elected by vote of the church (except where noted). Members shall remain until their specific task is finished. When

applicable, any budget requests are to be submitted to the Finance Team no later than November 1 each year. **As soon as possible, any special team is to file a current copy of its policies and procedures with the church clerk to be included at the end of this “Policies & Procedures Manual”.**

## **Section 5 -Guidelines for Church Program Organizations and Services**

### **1. Sunday School**

The Sunday school is to be the basic Bible teaching discipleship and fellowship of the church. Curriculum, unless otherwise approved by the church, should be SBC or in harmony with the SBC. Classes, teachers, and rooms are to be recommended by the Sunday School Director.

### **2. Missions Groups**

**WMU (Women on Mission):** The WMU is to be the women and girls’ mission education, mission action, and mission support organization of the church. Its tasks are to teach missions, engage in mission action, support world missions through prayer and giving, and provide and interpret information regarding church and denomination.

The WMU is to promote the seasonal SBC missions offerings: the Annie Armstrong Easter Offering for North American Missions; the Dixie Jackson Fall Offering for State Missions; and the Lottie Moon Christmas Offering for International Missions.

The WMU officers are to serve as an advisory team for the Minister of Senior Women.

**Brotherhood:** Brotherhood is to be the men and boys’ mission education, mission action, and mission support organization of the church.

Its tasks are to teach missions, engage in mission action, support world missions through prayer and giving, and provide and interpret information regarding church and denomination.

**3. Church Music:** Under the direction of the minister of music, the Church Music Program is to be the music education, training, and performance organization of the church.

The Church Music Program, under the leadership of the Minister of Music, includes, but is not limited to, the accompanists, the choirs, the sound and video personnel, and the pastor.

**4. Church Media Center** is the printed, audio, and visual resource center for the church.

The director is to be recommended by the Nominating Team. The budget is to be recommended by the Finance Team.

**5. Other Church Program Organizations:** The church, through the Nominating Team, is to establish and recruit personnel for any other church programs desired by vote of the membership.

## **Section 6 -Guidelines for Church Council**

The Council is to lead in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

The Council is to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and teams(s); to recommend the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.

The ministerial staff shall be called and employed as the church determines the need for such offices. When a staff vacancy occurs, the Church Council will review the vacancy and make recommendations to the church concerning the job description and appropriate Search Committees.

Members of the Church Council are to include (but are not limited to) pastor, ministry staff members, directors of church organizations, and chairman of deacons. Church officers and chairpersons of rotating teams, standing teams (support groups), and special teams shall be ex-officio members (with all rights and privileges) of the Church Council when the need arises.

All matters agreed upon by the council shall be referred to the church for approval.

The Council is to post an annual calendar, encourage all members and organizations to post activities on it.

## **Section 7 -Guidelines for Meetings and Use of Facilities**

### **1. Business Meetings Agenda**

As much as possible, recommendations for business meetings will be printed at least one week in advance in the Sunday bulletin. Prior to recommending any financial commitment for the church, the staff, deacons, or any team, in coordination with the Finance Team, are to develop a method of financing prior to bringing the action before the church.

### **2. Cancellation of services.**

The pastor and chairman of deacons will confer and decide about canceling or postponing any services.

### **3. Inclement Weather:**

On Sundays, the chairman of deacons and the pastor will confer and make the decision regarding cancellation of services due to weather.

Wednesday night activities will be cancelled if England Public Schools are dismissed or closed or if the chairman of deacons concurs.

### **4. Holiday Weekends:** There will be no Sunday evening services on:

New Year's Day weekend; Easter weekend, Mother's Day weekend, Memorial Day weekend, Father's Day weekend, Fourth of July weekend, Labor day weekend, Thanksgiving weekend, Christmas Eve / Christmas weekend.

**5. Use of Building and Facilities:** Groups or individuals wishing to use the facilities must be approved at business meeting.

Concerning all activities in our buildings: No smoking and no alcohol permitted inside the building or anywhere on the church grounds. No food is permitted in the auditorium.

## **Section 8 -Guidelines for Weddings (Revised April, 2006).**

**Scheduling of Weddings:** The use of the church facilities for weddings is limited to church members or immediate family of church members.

Contact the church office to calendar rehearsals and ceremonies. The dates cannot conflict with any other church activities on the church calendar.

The wedding reservation form (available in the church office and at [www.EnglandFBC.org](http://www.EnglandFBC.org)) must be completed and returned to the church office at least one month before the wedding.

A key will be loaned to the wedding party the week of the ceremony.

**Cleaning:**

The church custodian will clean before the rehearsal only.

Any cleaning between the rehearsal & ceremony must be done by or arranged by the wedding party.

All cleaning after the ceremony must be done by or arranged by the wedding party.

Please make sure that all areas of the building utilized during the wedding are clean. If you leave the building in an unacceptable condition, you will be charged a fee.

Use of Sound System and Video Projection System: Only our members who are trained may run these systems. It is suggested that you compensate these people. Call the church office for their names and numbers.

Use of Organ: Please call the church organist for instruction on use.

Please remember that our building is a church auditorium, not a wedding chapel. Think of this when you choose your wedding music. Secular music should not conflict with Christian principles.

Furniture / Equipment / Candles / Decorations / Security: Furniture, tables, or chairs moved by the wedding party must be put back in place by the wedding party.

Dripless candles or drop cloths must be used.

Due to carpet staining, natural flower pedals must not be thrown on the carpet or flowers placed in such a location where the pedals can be inadvertently spilled on the carpet.

Rice and/or bird seed should not be thrown in the buildings and must be swept off the steps and sidewalk as normal cleanup after the wedding.

Any kitchen equipment/dishes/tablecloths used must be cleaned.

Please turn off all lights, heating/cooling, and secure all doors after the rehearsal & ceremony. If you don't know how to do this, please ask.

**Wedding Director**

One person must be designated as the Wedding Director. The church office must be given their name and phone number.

**Minister / J.P.**

Our pastor performs covenant marriages at his discretion. A wedding counseling form will be provided to those being married during wedding counseling. Other Christian ministers and/or Christian J.P.'s may officiate. The church office must be given their name and phone number.

## **Section 9 -Guidelines for Church Finance**

The Finance Team shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses.

All funds received for any and all purposes shall pass through the hands of the church treasurer or financial secretary and be properly recorded on the books of the church. Those who have responsibility that involves the actual handling of funds are insured/bonded by the church insurance.

The budget for the new year will be finalized before and presented at the first regular business meeting in January of each year.

1. The team will develop and recommend methods of using the appropriate channels of the church to introduce biblical stewardship concepts to church members.

2. The team will lead in developing understanding of and commitment to associational missions and world missions through the Cooperative Program. 10% of the Lottie Moon Christmas Offering for International Missions will be contributed from the General Fund.

3. The team will discover ways to plan and support church ministries through developing, promoting, and administering the church budget. The Finance Team shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses.

4. The team will ensure offering envelopes are made available to all members each year.

5. Prior to recommending any financial commitment for the church, the staff, deacon body, or committees, in coordination with the Finance Committee, shall develop a method of financing recommendations prior to bringing the action before the church.

6. Budgeted expenditures previously itemized and approved by the Finance Team and the church at Budget adoption do not require a second presentation. Unbudgeted requests that exceed the following spending caps must be approved by the church:

<b><u>TEAM</u></b>	<b><u>CAP \$</u></b>
EQUIP & BLDG REPAIR	\$ 250.00
KITCHEN OPERATIONS	\$ 250.00
YOUTH ACTIVITIES	\$ 250.00
ADULT MUSIC MINISTRY	\$ 250.00
CHILDREN'S MUSIC MINISTRY	\$ 250.00
VAN EXPENSE	\$ 250.00
VACATION BIBLE SCHOOL	\$ 250.00
CHILDREN MINISTRY	\$ 250.00
YOUTH MINISTRY	\$ 250.00
BEREAVEMENT	\$ 250.00
LOCAL BENEVOLENCE	\$ 250.00
FLOWERS	\$ 500.00
CD MINISTRY	\$ 250.00
FELLOWSHIP	\$ 250.00
WMU - WOMEN ON MISSION	\$ 250.00
ORDINANCE	\$ 250.00
HOSPITALITY	\$ 250.00
BROTHERHOOD	\$ 250.00
OUTREACH	\$ 250.00

7. Signed receipts are sufficient for reimbursements. It is not the policy of the church to issue blank checks for purchase of authorized items for the church. All checks given out must have the payee and amount stipulated.

8. The Church Treasurer and two additional member of the Finance Team shall be empowered to sign checks. The team member is to sign only in the absence of the treasurer. When this member reaches the end of term, the member's name must be removed from the check signing card at the bank, and another Team member be appointed to sign checks.

## **Section 10 -Other Guidelines, Policies & Procedures**

### **1. Unexpected Situations Requiring the Presence of Pastor Away from the Church Field.**

When a situation occurs requiring the presence of the pastor resulting in travel expense and absence from other assigned duties, the following procedures shall be followed: A verbal survey to obtain a majority vote of the available deacon body will be conducted to authorize travel expense and absence. The deacon body will be responsible for locating speakers for scheduled services. Collectively, they shall assume responsibility for other necessary pastoral duties in the pastor's absence.

Upon return of the pastor and determination of total cost, a report shall be given to the church at the next business meeting, during which the Finance Committee will provide the church with a recommendation for replenishing the expended funds.

### **Section 12 –Amendments**

This Policies & Procedures Manual may be amended and/or added through a regular or called business meeting by a simple majority vote.

## **END OF POLICY AND PROCEDURES DOCUMENT**

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## **ADOPTION OF THE PRECEDING DOCUMENTS WILL SUPERCEDE ALL OTHER DOCUMENTS ADOPTED BY THE CHURCH IN THE PAST**

**To Be Presented to the Church for Approval at Business Meeting - August 19, 2009**

**Committee Members:**

Ray VanZandt (chairman), Beverly Jones, Faye Nipps, Chuck Overton, Kathy Rice