

CONSTITUTION of SOUTH HAVEN BAPTIST CHURCH of BELTON, MISSOURI

April 16, 2002
(Revised May 1, 2005)

SECTION I — PREAMBLE

Recognizing the dignity and importance of the local, visible church, and for the more certain preservation and security of the principles of our faith, in order to form a more perfect self-governing body, to the end that this body may be directed in an orderly manner as set forth in I Corinthians 14:40, "Let all things be done decently and in order," and for the purpose of preserving for ourselves the liberties inherent in each individual member of this church, and the freedom of action of this body in all manners and matters, we do ordain and declare this constitution.

SECTION II — ARTICLES

A. ARTICLE I — NAME.

- a. This body of believers shall be known as South Haven Baptist Church of Belton, a corporation under Missouri charter dated 2 April 1985.

B. ARTICLE II — PURPOSE.

- a. The purpose of the South Haven Baptist Church of Belton shall be the advancement of the Kingdom of God. Every individual and organization shall seek to exemplify the Spirit of Christ through the proclamation of the Word of God, to worship God in a Spirit-filled manner, to evangelize the lost, to promote the spiritual life and growth of our membership, to minister and witness to persons in the community and the world in our Lord Jesus' name, to fellowship with God and fellow believers in the Lord Jesus, to be a church whose purpose is to be Christ-like in our daily living through total commitment of life, personality, and possessions to the Lord Jesus Christ.

C. ARTICLE III — STATEMENT OF FAITH.

- a. This church accepts *The Baptist Faith and Message*, a confession of faith adopted by the Southern Baptist Convention in 1963.

D. ARTICLE IV — CHURCH COVENANT.

- a. Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Saviour 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.
- b. 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.
- c. We also engage to maintain family and private 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, back-biting, and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the Kingdom of our Savior.

- d. 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 Saviour to secure it without delay.
- e. 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.

E. ARTICLE V — AFFILIATIONS.

- a. The government of this church shall be vested in the body of believers who compose its membership. It shall be subject to the control of no other ecclesiastical body. To this end, appropriate bylaws shall be adopted in definitive form to implement the Baptist doctrine of local, independent government. All members shall have equal right to voice and vote.
- b. This church accepts the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Baptist Churches of the Southern Baptist Convention, the Missouri Baptist Convention, and the Blue-River-Kansas City Baptist Association or their successor. It is expressly understood that this church shall determine any change in its convention relationship and the control of its property in relation to any such change by an affirmative vote of three-fourths (3/4) of the church members present at a business meeting called in accordance with Article VI of this document.

F. ARTICLE VI — AMENDMENT PROCEDURE.

- a. Any part of this constitution may be amended by a vote of two-thirds (2/3) of the quorum (as defined in the bylaws) present and voting by secret ballot Section II By-Laws at a meeting called for that purpose, provided that the amendment has been presented to the church and has been read, posted, and printed before the church on two consecutive Sundays prior to the meeting.

G. MEMBERSHIP

- a. Definition.
 - i. This church shall consist of regenerated, baptized (by immersion) believers in the Lord Jesus Christ, who are in substantial agreement with its views of faith and practice.
- b. Reception of Members.
 - i. Persons desiring membership in this church shall make known their intent by coming before the church at any regular service in one of the following ways:
 - 1. By profession of a personal faith in the Lord Jesus Christ and baptism by immersion.
 - 2. By promise of a letter of recommendation from another Baptist Church of like faith and order.
 - 3. By a statement of prior conversion experience and scriptural baptism.
 - 4. Any exceptions to the above due to extenuating circumstances shall be considered by the pastor and deacons for recommendation to the church.
- c. Duties of Members.
 - i. Members are expected first of all to be faithful in all duties essential to the Christian life; and also to attend habitually the services of this church; to give regularly for its support and its causes; and to share in its organized work.
- d. Rights of Members.
 - i. Members may vote in any regular or special-called business meeting.
- e. Termination of Members.

- i. Membership in this church may be terminated in any of the following ways:
 1. By granting of a letter to churches of like faith and order.
 2. By removing their name from our roll when it is known that a member has united with a church other than the above.
 3. By voluntary withdrawal upon written request by the member.
 4. By death, in this event, the church clerk is instructed to remove the name from the membership roll.
 5. By discipline.

- f. Discipline.
 - i. It shall be the basic purpose of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. Redemption rather than punishment should be guidelines, which govern the attitude of one member toward another.
 - ii. Should some serious condition, using New Testament guidelines, exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem. A spirit of Christian kindness and forbearance shall pervade all such proceedings. But, finding that the welfare of the church will best be served by exclusion of the member, the church may take this action by a three-fourths (3/4) vote of the members present at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church. Notification by certified letter stating that the person has been removed from the church roll will be sent within three days.

- g. Restoration.
 - i. Any person whose membership has been terminated through disciplinary action for any offense may be restored by majority vote of the membership present at a regular business meeting upon public statement of his repentance and rededication.

H. PASTOR

- a. Call.
 - i. The primary call of a pastor must be from God, but the church shall have the responsibility of seeking God's leadership in the selection of a man to fill this position. The selection shall take place at a meeting called for that purpose of which at least one week's prior notice has been given. A pastor selection committee shall be elected by the church to seek a suitable pastor and its recommendations will constitute a nomination. Any church member has the privilege of making recommendations regarding selection of the pastor to the committee. The committee shall bring to the consideration of the church only one man at a time upon which they have unanimously agreed. Election shall be by secret ballot at a special called business meeting, an affirmative vote of three-fourths (3/4) of those present being necessary for election. The pastor selection committee shall immediately advise the candidate of the church's decision. Should the man recommended fail to receive the necessary vote; the meeting shall be dismissed without debate. The pastor, if selected, shall serve until the relationship is terminated by his request or the church's request.
 - ii. The pastor selection committee shall consist of five members and two alternates. Serving on this committee shall be the church treasurer and a deacon, with the remaining three members to be elected at-large. Two alternates shall be elected by the church as alternate number one and alternate number two. A special-called business meeting to elect this committee shall be announced one week in advance.

- b. Qualifications.

- i. Primary among the qualifications for pastor shall be satisfactory evidence that he is a Spirit-led, Bible believing man of God.
 - ii. Though recognizing the importance of adequate education in preparation for the ministry, possession of a college degree shall not be considered a prerequisite to becoming pastor of this church.
 - iii. He must meet the qualifications set forth in I Timothy 3:1-16, with particular emphasis to be given to the manner in which he demonstrates spiritual leadership and companionship in his own home.
 - iv. The pastor must be of sound Bible doctrine and must subscribe to the Articles of Faith of our church.
 - c. Duties and Responsibilities.
 - i. The pastor bears the responsibility of God's under-shepherd as spiritual leader of the church.
 - ii. He will avail himself of every opportunity to lead men, women and children to have a personal experience of salvation in Jesus Christ.
 - iii. He shall be entrusted with the right to administer the church ordinances, perform weddings, and preside at funeral services.
 - iv. He shall conduct the public worship services and preach at the appointed time and place of worship, and shall serve as chairman of the church council.
 - v. He shall serve as ex-officio member of all committees and the deacon council. He shall be director of the church staff and employees, and the coordinator of the church program.
 - vi. Additional duties or responsibilities may be contained in the job description as prepared by the personnel committee and approved by the church.
 - d. Resignation or Dismissal.
 - i. The pastor may relinquish the office as pastor by giving at least two weeks' notice to the church at the time of resignation. Compensation for unused vacation and leave time shall be in accordance with the job description as prepared by the personnel committee and approved by the church.
 - ii. The church may remove the pastor from office. Such action shall take place at a meeting called for that purpose, of which at least one week's written notice has been sent to all church members. The meeting may be called upon the recommendation of a majority of the personnel committee and the deacons. A request for such meeting may be made by any member at a regular business meeting provided that the member has met with and discussed the need for this request with the personnel committee and deacons before the business meeting. The moderator for this meeting shall not be the pastor. The vote to remove the pastor from office shall be by secret ballot requiring an affirmative vote of a simple majority of members present. The church will compensate the pastor with not less than one-twelfth (1/12) of his total annual compensation. The termination shall be immediate.

- e. Privileges:
 - i. Privileges and rights including all vacations and absences shall be determined by the Personnel Committee with the approval of the church.

I. STAFF

- a. Church Staff Ministers.
 - i. The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be prepared by the personnel committee and approved by the church when the need for a staff member is determined, but before a search for the staff member is begun. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the personnel committee and called by church action of no less than two-thirds (2/3) majority vote of those present.
 - ii. It shall be the duty of each staff minister under the counsel and guidance of the pastor to plan, direct and coordinate his field or fields of service with that of the total church program. Each staff minister shall be an associate to the pastor or interim pastor in his respective field(s) of service.
 - iii. At the time of resignation, at least two week's notice shall be given to the church. The church may vote to vacate such position upon recommendation of the personnel committee, such termination being immediate and compensation conditions being the same as for the pastor, except that the amount shall relate to the individual's compensation.
- b. Support Staff.
 - i. Support staff such, as secretary, custodian, etc., will be employed by the personnel committee as the church determines the need for their services. A job description shall be prepared by the personnel committee and approved by the church prior to employment. Termination procedures will be set forth in the job description as approved by the church.
- c. Vacations and Leaves of Absence.
 - i. The Personnel Committee shall prepare, with church approval, a vacation, sick leave and leave of absence policy. It shall apply equally to the pastor and all staff personnel employed 20 hours or more per week. Benefits will be prorated based on hours worked.

J. GENERAL CHURCH OFFICERS

- a. Deacons.
 - i. All deacons shall seek to fulfill the scriptural requirements for deacons as found in Acts 6:1-8 and I Timothy 3:8-13. Before the church ordains any man to the diaconate, he will be required to indicate his personal agreement to such standards and to indicate that he will conscientiously and diligently seek to live up to them.
 - ii. All deacon candidates, both ordained and unordained, shall have been a member of South Haven Baptist Church for a minimum of six months.
 - iii. It is the position of South Haven Baptist Church that a deacon may serve in this church after having been divorced if, and only if, (a) he was divorced while a non-Christian, or (b) he was divorced due to unfaithfulness or desertion by his spouse either before or after becoming a Christian.

- iv. Deacon Selection Committee of at least one-third of the active deacon body shall be appointed in their regular meeting. This committee plus the pastor will be in charge of screening and interviewing the nominees to ensure their qualifications and willingness to serve.
 - v. The deacon body will recommend to the Deacon Selection Committee the number needed to meet the needs of the church.
 - vi. The Deacon Selection Committee will announce to the church the need for additional deacons. Nominations shall be held at the conclusion of a regular Sunday evening service and announced two weeks in advance. A list shall be provided of all men currently serving as active deacons. These men shall not be candidates for nomination. Each church member, after serious prayer, shall have the privilege of nominating by blank ballot up to the same number of men, as there are vacancies. The ballots will be tallied by the Deacon Selection Committee.
 - vii. Those individuals being nominated to serve as deacons will be reviewed by the Deacon Selection Committee before the candidates are asked at least the following questions:
 - 1. If they meet the qualifications set forth by our church.
 - 2. If they are willing to serve.
 - 3. The nominee's wife shall be asked if she will support her husband in this position.
 - viii. The Deacon Selection Committee shall present in the business meeting the names of those men selected to serve as deacons.
 - ix. Nominees not previously ordained will be placed in the Deacon-in-Training program for a period of at least one year. Upon satisfactory completion of the program, the deacon body will recommend to the church to proceed with ordination.
 - x. In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. They are to serve with the pastor and staff in performing the pastoral ministry tasks of leading the church in the achievement of its mission, proclaiming the gospel to believers and non-believers, and caring for the church's members and others in the community. They shall show their commitment to the Lord Jesus Christ by giving freely of their time, talents, and tithes and offerings.
 - xi. If a deacon so requests, he shall, after honorable service, be named deacon emeritus. This deacon may attend all meetings as a non-voting member and may serve in the Lord's Supper.
 - xii. The term of the deacon will be for three active years and 1 inactive year. Deacons elected to fill an unexpired term may be reelected without an inactive year. The active term may be extended one year by the church.
- b. Clerk. The church clerk shall be nominated by the nominating committee and elected by the church annually at a business meeting.
- i. Duties.
 - 1. The church clerk shall keep a record of all proceedings of the church; shall be responsible for issuing letters of membership granted to other Baptist churches, statements of membership to other churches, request letters in behalf of those applying for membership, and shall keep a record of all members, with dates of baptism, admission and dismissal. The clerk shall prepare the annual Associational letter for presentation at the August business meeting and perform such other duties as directed. The church may delegate some of the clerical duties to the church secretary.

c. Treasurer.

i. The treasurer and assistant treasurer shall be nominated by the nominating committee and elected by the church annually at a business meeting. The treasurer and assistant treasurer shall show their commitment to the Lord Jesus Christ by giving freely of their tithes and offerings.

1. It shall be the duty of the treasurer to keep a record of all deposits and disbursements of the church funds and to disburse the funds of the church in accordance with the policies set forth by the finance committee and approved by the church. Quarterly and annual reports of the conditions of the treasury shall be prepared and presented to the church. The treasurer and others deemed necessary by the church will be bonded. The church books will be audited annually. The church may delegate some financial duties to the church secretary.

2. The audit of the church books will be conducted at the end of the church fiscal year by a special auditing committee of two people selected by the nominating committee and approved by the church. Their findings will be reported to the church body in the October business meeting.

d. Moderator:

i. The Moderator and the Assistant Moderator shall be nominated by the Nominating Committee and elected by the church annually at a business meeting. The duty of the Moderator shall be to preside at all business meetings. The Assistant Moderator will assume the duties of the Moderator as necessary. They shall be acquainted with and follow Robert's Rules of Order and this constitution. They shall be regular in their attendance at business meetings of the church.

e. Parliamentarian.

i. A parliamentarian shall be nominated by the nominating committee and elected by the church, annually, at a business meeting. He shall be acquainted with and follow Robert's Rules of Order and this constitution. He shall be regular in his attendance at business meetings of the church.

K. OTHER CHURCH OFFICERS

a. The church shall elect each year individuals as necessary to staff existing or created positions for the Director of Sunday School, Director of Women's Missionary Union, Director of youth ministry, Director of singles ministry, etc.

b. Each officer shall promote the program of his or her organization, and in so doing, shall cooperate with the pastor and all other officers and organizations of the church in promoting the total program of the church.

c. Members of the Associational board, the director of church media services, and other officers as required shall be elected by the church annually. All elected personnel shall be members of the church.

L. CHURCH ORGANIZATION

a. Church Council

i. Regular members of the council shall be the pastor, all ministerial staff members, all organizational directors, chairmen of all standing committees, and the chairman of deacons. Other leaders may be involved as needed

ii. Meetings.

1. An attempt will be made to meet monthly and no less than once a quarter. Non-functioning members will be replaced as necessary

iii. Duties.

1. To serve the church by leading in planning, coordinating and evaluating the ministries and programs of the church and its organizations.
2. To recommend to the church body suggested objectives and goals.
3. To review and coordinate ministry and program plans recommended by officers, organizations and committees.
4. To recommend the use of leadership, calendar time and other resources according to the church priorities.
5. To evaluate achievements in terms of church objectives and goals.
6. To recommend to the church body for approval or disapproval all matters agreed upon by the council that call for action not already approved.

b. Standing Committees:

- i. All committee members shall be members of South Haven Baptist Church. They shall be selected by the nominating committee and elected annually by the church. No individual may serve on any standing committee for more than three consecutive years. Non-functioning members will be replaced as necessary. If a member has three consecutive unexplained absences from a committee meeting, that member shall be considered non-functioning.
 1. The Budget and Finance Committee shall consist of the treasurer, assistant treasurer, and four at large members. One of the at large members shall be chairman. Of the four at large members, two shall rotate off each year.
 2. The Nominating Committee shall consist of six members. It shall be a rotating committee, with three members rotating off each year.
 3. The Personnel Committee shall contain not less than five members. It shall be a two-year rotating committee with three and two members rotating off alternately.
- ii. Each committee shall select a chairman annually. The chairman shall report in a general business meeting. All committees shall clear expenditures through the Budget and Finance Committee. No Committee shall meet during regularly scheduled church services.
- iii. Senior Committee: This committee shall be composed of a minimum of three members of South Haven who are selected by the Nominating Committee and elected by the church. The chairman shall serve on the church council. This committee shall be responsible for defining the duties of all other committees. The Standing Committee list shall be reviewed and updated at least annually. A report of these actions will be given in a general business meeting for approval, if necessary by the church body. That list and those duties shall be attached to the constitution as an appendix after review and approval.
- iv. Special, temporary, committees: Special committees shall be selected for specific obligations as desired by the church. Their duties and functions are to be performed and reported in the same manner as the standing committees. These committees are temporary in nature and will cease to function when their specific task has been completed. The Senior Committee shall determine if the function of these committees has expanded enough so that a permanent committee must be formed. At that time, the committee members shall be elected like all other standing committee members.

c. Education Minister:

- i. All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is an ex-officio member of all organizations named, and his leadership is to be recognized in them.

- d. Women's Missionary Union: There may be a Woman's Missionary Union with such officers and such forms of organization as needed. The tasks of the W.M.U. shall be to teach missions, lead persons to participate in missions, provide organization and leadership for special mission projects of the church, provide and interpret information regarding the work of the church and the denomination.

- e. Men's Ministries: There may be a Men's Ministry with such officers and such forms of organization as needed.
- f. Women's Ministries: There may be a Women's Ministry with such officers and such forms of organization as needed.
- g. Children's and Youth Ministries: There may be a Children's and Youth's Ministries with such officers and such forms of organization as needed.

M. SERVICES:

a. Regular services:

- i. The church shall meet regularly each Sunday morning and evening for preaching, instruction, evangelism and for the worship of Almighty God, and on Wednesday evening for prayer and Bible study. These meetings shall be open for the entire membership of the church and for all people. They shall be conducted under the direction of the pastor. The Lord's Supper shall be celebrated at least quarterly, or more often if the church desires. As we believe the Lord's Supper is communion between man and the Lord, and is a highly individual matter, we invite all individuals who profess Jesus Christ as their personal Savior, and after self-examination, to partake of the Lord's Supper.

a. Business Meetings:

i. Regular Business Meetings:

- 1. The regular quarterly business meeting shall be held the third Sunday night of each quarter, at 7:00pm following the Sunday evening worship service, unless previous arrangements have been made and announced one week in advance.

ii. Special Business Meetings:

- 1. A special business meeting may be called by the Pastor or Moderator to handle any pertinent matter provided one week's previous public announcement has been made and it has been announced from the pulpit the Sunday prior to the special meeting. The Pastor or Moderator shall call a meeting if requested by the chairman of any committee or the Chairman of Deacons.

- iii. Quorum: As stated in our corporation by-laws, the quorum shall be ten percent of the average weekly Sunday School attendance, as reported in the most recent associational annual church letter, present at any special or regular business meeting.

- iv. Procedure of Business Meetings: The Moderator shall preside at all business meetings. In his absence, the Assistant Moderator shall be Moderator. In the absence of both, the Clerk shall call the meeting to order and a Moderator Pro-tem shall be elected.

- 1. All items of new business, which can be addressed by a committee, must be submitted to the appropriate committee for action. If the question or subject is not addressed to the satisfaction of the person concerned about the issue, and further action is desired, the individual shall request that the committee bring the matter before the Church Council. If the question or subject is still not resolved to the individual's satisfaction, that individual may bring the matter before the Church at business meeting. The matter in question must be submitted in written form to the church office at least one week prior to the business meeting for it to be included in the agenda of the regularly scheduled business meeting.

- 2. A list of motions to be considered in the regular quarterly business meetings will be printed and made available on the Sunday prior to that business meeting.

- v. Annual Business Meeting: The annual business meeting shall be in June for the purpose of voting on the proposed budget for the coming year.

4. MISCELLANEOUS

- a. Use of Building and Equipment.
 - i. Any request for use of property for other than church organizations must be referred to the Church Council. Weddings and funerals must be scheduled through the Church Office. The Church Council shall prepare written policies and guidelines governing the use of church property and building for weddings, funerals and other functions held on church property. These guidelines and policies shall be approved by the church. Organizations or groups within the church shall be responsible for scheduling the use of the facilities and for placing such schedules on the church master calendar. The organizations shall request permission from the church for the use of the church and/or church equipment through the appropriate ministering staff officers.

- b. Procedure for Licensing and Ordaning
 - i. After counseling with the Pastor and a committee of deacons, a member, feeling God's call, may be granted a License to preach by a majority vote of the church in business meeting, Any candidate for licensing or ordination to the ministry must preach before the church.

 - ii. The church may set aside by ordination a person called to any pastoral staff position of a church or one who has been called to full-time evangelism. The request for ordination shall be directed to the deacon's for presentation to the church. A candidate for ordination, when recommended by the deacons, will be examined by a duly called council to ascertain the qualifications of the candidate.

APPENDIX TO THE CONSTITUTION OF SOUTH HAVEN BAPTIST CHURCH OF BELTON

STANDING COMMITTEES

Following are descriptions of the responsibilities for all standing committee's of South Haven Baptist Church that the Senior Committee has developed for approval by the church. The previous year's chairman for all committees shall call the first meeting of the committee by July 30th of the new church year to select a new chairperson. The new chairperson for each committee shall be a member of the Church Council.

Audio and Media Committee

The committee shall consider and recommend purchase of books, films and other library and audiovisual supplies and shall be responsible for the maintenance, care and operation of the audio visual supplies and equipment. The committee shall be responsible for the policies of the media center and the checking out of materials.

Audit Committee

Members of this committee shall review the financial records of the church, as provided by the Church Treasurer, at the end of the fiscal year to verify that the figures balance. The committee shall present a written report to the church business meeting and they shall arrange for a professional audit to be done every five years. Members of this committee shall serve only one year.

Baptism Committee

This committee shall assist candidates for baptism in the dressing room and in leaving the baptistery. They also shall be responsible for the cleaning, drying and returning of the baptismal robes. The pastor shall be responsible for notifying the chairperson when a baptism is forthcoming.

Benevolence Committee

This committee shall consider cases of physical need, either within or without the church membership. This committee will administer the church's budgeted fund for benevolent ministries. Members should be sensitive to the needs of the membership in hospital stays, and send flowers for hospital stays of three days or more and get well cards for any length of hospitalization. Flowers shall be sent for any death in a member's immediate family (i.e., spouse, children, parent). Cards shall be sent for any death in a church member's family. The chairperson shall coordinate the preparation and serving of a meal needed and agreed to by the family. The committee also should be sensitive to any financial needs of the membership. This committee depends on communication with the church membership and with the pastor in order to be made aware of these needs. The committee shall meet and decide each case and determine the need. This committee will notify the pastor and the member's deacon of any need and vice-versa.

Budget and Finance Committee.

This committee shall consult all department and organization heads about their budgetary needs that shall be given consideration in planning the annual church budget. This committee shall be available to assist the Treasure in preparing the monthly budget reports, to assure budget allowances are not overspent without church approval, and to monitor the cash flow of the church. This committee shall draw up a proposed budget each year to be presented to the church for discussion in the April business meeting. The proposed budget will be printed and distributed no later than Sunday morning before the business meeting in which it will be considered. Final approval of the budget including changes shall be by secret ballot in the June business meeting. The approved budget shall be in effect July 1, the beginning of the church fiscal year. This committee shall have the responsibility for establishing the policies and guidelines concerning financial activities. The church shall approve these guidelines and policies. Due to the responsibility of establishing the policies and guidelines concerning the church's financial activities all Committee Members shall be church members who are faithful givers of their tithes and offerings.

Counting Committee.

This committee will be responsible for the counting of all monies and depositing them as soon as possible. The committee shall be under the guidance of the Budget and Finance Committee. The Budget and Finance Committee may serve as members of the Counting Committee in the absence of the Counting Committee.

Drama Committee

The Drama Director shall serve as the chairperson of this committee. The committee will work with the pastor, the Drama Director and the Minister of Music in providing skits for the worship services and in developing other aspects of the drama ministry.

Family Life Committee

This committee shall provide activities designed for all ages that will allow families and/or individuals in the church body to interact together and experience regular Christian fellowship and spiritual growth. This committee shall focus on providing activities that bring groups of all ages together for spiritual development (example: special retreats), mission outreach (example: soup kitchens, mission trips, etc.) or simple fun and fellowship (example: camping, canoe trips, trips to sporting events or comedy clubs, etc.). The committee will seek to plan and provide quarterly activities to help develop the families in, and the family life of, our church.

Greeters Committee

The Greeters Coordinator shall serve as chairperson. The committee shall provide a staff of greeters prior to all services. Establish policies and guidelines for greeters, and provide an ongoing training program for greeters.

Kitchen and Fellowship Committee.

This committee shall be responsible for the general cleaning and upkeep of the kitchen and equipment. It also shall be responsible for keeping the kitchen supplied with staples (i.e., salt, pepper, sugar), all tableware and other kitchen supplies. The committee also shall be responsible for promoting the fellowship of the church, which may include showers, church dinners and special events. It responsible for overseeing the planning, preparations and cleaning for these occasions.

Memorials Committee.

This committee shall see that money designated, as a memorial shall be administered to the proper designation. It shall make recommendations to the church concerning money designated as memorials, if not otherwise specified. This committee shall keep track of donations for the families involved for the purpose of recognition. The committee shall be authorized to transfer any money left after completion of a memorial project to a general memorial fund.

Missions Committee

A Pastoral Staff member shall serve as an active member of the committee, with the Men's Ministry Coordinator, and the WMU Director serving as ex-officio members of the committee. The duties of the committee shall be the responsibility and authority to develop and lead mission projects in the United States and throughout the world. They will seek out church members to volunteer their time and resources for the mission trips. The Committee will provide training and leadership for these volunteers.

Nominating Committee.

Members of this committee shall represent all age groups of the church to better utilize the whole membership of the church for various positions in the church. The committee should elect a Sunday School Director and Assistant by the March business meeting, to give them time to recruit the Sunday school teachers for the coming year and to allow them to be voted on before the new year begins in July. The committee should prayerfully and thoughtfully consider the qualifications and abilities of church members, and to present recommendations for filling various offices and places of responsibility by the April business meeting. A printed list of nominations shall be made available to the church on the Sunday morning before voting by secret ballot on individual nominations. The committee shall give each prospective committee member a job description for their position. If there is a committee vacancy that requires immediate replacement, the chairman of the nominating committee may request a special business meeting for the purpose of filling that position

Preschool Committee.

The committee is to maintain as clean a nursery as possible for babies and toddlers through two years old. The committee shall be responsible for keeping toys, furniture and bedding disinfected at all times, and for securing and scheduling workers for all church services, including revivals, book studies, etc. The committee should provide snacks and supplies, inspect and replace toys as needed, and replace old furniture by contacting the Properties Committee.

Personnel Committee.

The responsible of this committee is to prepare and review job descriptions and review compliance with such descriptions for paid employees, to interview and to make recommendations to the church concerning the hiring of church staff members, to interview and hire support staff, and to be a liaison committee between church members and paid staff. All salaries and fringe benefits of the pastor, ministerial staff and support staff shall be reviewed annually and recommendations for possible adjustments will be made to the church after consultation with the Budget and Finance Committee.

Properties Committee.

The committee shall be responsible for the general upkeep of the grounds and buildings and shall maintain an attractive church property, supervise painting and building repairs, supervise maintenance on church grounds, be responsible for maintaining an annual inventory of buildings and their contents. This may be done by designating committees or persons to inventory their specific areas with the Properties Committee inventorying all other areas. The Properties committee shall see that all property is adequately insured and shall assure that the buildings meet fire and safety codes.

Revival Committee

This committee shall assist with all activities associated with revivals, including transportation, meals and housing for the evangelist(s). It shall work with the Preschool Committee to provide childcare, and with the Kitchen and Fellowship Committee to provide fellowship activities. The committee shall provide publicity for the overall activities of the revival.

Stewardship Committee.

The committee should communicate with the Budget and Finance committee to help develop the stewardship of the church members. It shall work on stewardship education, mission support,. Budget administration and accounting methods, and help coordinate stewardship events for the church calendar. One member of this committee shall be from the Budget and Finance Committee.

Usher Committee.

The Head Usher shall serve as chairperson, if there is more than one Head Usher they shall act as co-chairpersons. The committee shall provide a staff of ushers whenever needed. The Usher Committee will establish policies and guidelines for crowd control and as first responders to medical emergencies. The Usher Committee will provide an ongoing training program for their duties.

Worship Center Decoration Committee

This committee shall be responsible for the decorations of the Worship Center.