

The church year shall begin January first.

1, The Elders

The Elders shall consist of 2 active members on the Board, one of whom shall be elected each year for a term of two years. The Elders shall work in cooperation with the functional committees and the minister. They shall promote the growth and welfare of the church, give spiritual oversight to the members, serve at the Lord's Table, visitation of the sick and concern for the moral and spiritual needs of the congregation, give thoughtful consideration to policies of the church that will enable it to fulfill its complete mission, encourage by example and word the missionary, evangelistic, educational and stewardship responsibilities of the church, and perform other duties as may be presented. The Elders, in cooperation with the Administration Committee, will set forth the salary to be paid, responsibilities and other conditions of the Senior Minister's call or any additional Ministerial Staff. A copy of the Minister's salary, responsibilities and other conditions will be given to the Minister, and a copy filed in the church office.

2. The Diaconate

The diaconate shall consist of 7 active members on the Board. Diaconate not retained shall be elected each year for a term of two years. The Diaconate shall work in cooperation with the functional committees and the Elders in promoting the growth and welfare of the church, assist in the greeting and ushering of worshipers, distribute canvasses, participate in visitation, and preparation of candidates for baptism, give counsel and service in the business affairs and program activities of the church, cooperate in ministering to the needy, take responsibility for passing the offering plates and communion trays, minister to families in times of sickness or bereavement, and perform other duties as may be presented.

The Diaconate shall be the Chairperson of one of the functional committees i.e. Worship Committee, Education Committee, Administration Committee, Service and Action Committee..

3. The Official Board

- A. Shall hold its regular meetings during the second Thursday of each month, unless otherwise changed by the Board to meet a major conflict of schedule in the church's program. The Board should determine such a change of date at least one week in advance, if at all possible.
- B. Shall hold special meetings as required on call of the Chairperson or upon request of a quorum of the Board.
- C. Shall consider a majority of the total voting membership of the Board as constituting a quorum.

- D. Shall observe the following order of business, in each regular meeting unless otherwise deemed necessary by a vote of the Board.
  - 1. Meeting called to order by presiding officer.
  - 2. Prayer or brief devotional.
  - 3. Reading and approval of minutes of previous meeting.
  - 4. Minister's report.
  - 5. Report of Church Secretary.
  - 6. Report of Treasurer and approval of report.
  - 7. Regular and special committee reports. previously submitted in writing to the Church Secretary
  - 8. Consideration of unfinished business carried over from previous meetings.
  - 9. New business and program suggestions for future activities.
  - 10. Adjournment
  - 11. Benediction.
  
- 4. The plan of procedure for administering the church program shall be as follows:
  - A. The task of administering the program of the church shall be delegated to the following functional committees and groups:
    - 1. Worship Committee
    - 2. Education Committee
    - 3. Administration Committee
    - 4. Service and Action Committee
    - 5. Eldership
    - 6. Diaconate Group
    - 7. Pastoral Care Committee
    - 8. Special Committee
  
  - B. The membership of each functional committee shall be selected in the following manner:
    - 1. The Official Board Chairperson, Vice Chairperson, Secretary and Minister shall constitute a committee to select the functional committee chairpersons, subject to the confirmation of the Official Board.
  
    - 2. The Chairperson of each functional committee shall be selected from the membership of the official Board. If no Official Board member is available to serve as a Functional Committee Chairperson, the Official Board may appoint a member of the congregation for a term of one year.

3. Committee Chairpersons shall select respective Co-Chairpersons and members of their committees from either the Official Board or the congregation at large.
- C. Each functional committee shall organize to conduct the business for which it is responsible and shall meet regularly to attend to its general program which shall be presented to the Official Board. Upon approval by the Official Board, the committee shall proceed to administer its program in cooperation with other functional committees. Regular monthly written reports shall be submitted to the Church Secretary prior to the Board meeting.
- D. The purpose and duties of the functional committees shall be as follows:
1. Worship Committee: In cooperation with the Minister, the committee performs various tasks to contribute to the spiritual well being of the congregation; responsible for the order and general worship procedures at all worship services; keeps the pulpit supplied in the absence of the minister; ensures all elements of the worship service are prepared (i.e., communion, hymn selection, church nursery, and baptistery, if needed); plans for special occasion services ( i.e., Christmas, Easter, etc.): encourages the cultivation of family devotional lives and administers wedding and funeral policies of the church.
  2. Education Committee: Plans and administers the total educational program of the church; youth activities and general educational activities; oversees all aspects of the Christian Education program for the church to include their ordering and purchase of all educational materials and equipment; ensures the training of Sunday School teachers and youth workers; plans and administers Vacation Bible School. The committee will consider the Minister's input and will support the fellowship (cell) groups.
  3. Administration Committee: Performs as steward of church owned properties to ensure the financial well being of the congregation; responsible for the stewardship program of the church and the maintenance of all church owned properties and vehicles;. plans for general stewardship education; directs commitment drive as needed; supervises the preparation of the proposed operational budget of the church for the forthcoming year; administers the

expenditure of funds in accordance with stated budget; maintains accurate properties, grounds, and vehicles; supervise the church custodian and church secretary(s); oversees church insurance program; and provides for the opening of the church facilities.

The Committee, in cooperation with the Elders and Official Board Chairperson, is responsible for the Minister's Compensation Package. They will establish all staff salaries (i.e. Interim, Youth and new Ministry staff when hired and responsible for reviewing all salaries and performances.

4. Service and Action Committee: Performs task to cultivate the spirit of evangelism, love and comradeship founded on a love of Christ within the congregation; administer the missionary effort of the congregation; administers the evangelistic programs; maintains records of the congregation and lists of prospective new members; promotes visitation; and administers mission education programs. The committee will administer the memorial fund and purchases made from that account.
  5. Pastoral Care Committee: The committee shall be appointed by the Minister, consisting of one Elder, one Diaconate, and two members of the congregation. Because of its relational character and the requirements of trust, acceptance and confidentiality, the committee will not report the substance of its meetings to the Board. It is appropriate to make only progress reports to the Board. The Committee focus is relational as opposed to being a task-centered group. It will give attention to feelings and emotional factors of ministry in the context of building up the body of Christ. The committee is not designed to function as a "grievance committee." On the other hand, it should not ignore negative feelings or the emotional climate of the congregation.
  6. Special Committees: These committees shall be appointed by the Board Chairperson as outlined in the Constitution, Bylaws and/or policies. Examples of these committees are Nominating Committee, Pulpit Committee, Building Committee, Décor Committee, Parsonage Committee, etc. as needed. Each special committee should be formally represented on the Board by an ex-officio representative appointed by the committee to attend and report regularly at the Board meetings. If the ex-officio representative is not a member of the Board, he/she shall not have voting privileges.
5. The procedure governing employment of staff shall be as follows:
- A. Employees, other than heretofore provided for, shall be secured upon the recommendation of the respective functional committee concerned.

- B. The Official Board shall designate the proper functional committee to recommend back to the Board the employment or the release of such employees as shall be deemed necessary from time to time. In procuring a Church Secretary, the Administrative committee should confer with the Senior Minister before recommending anyone to the Board for approval. The final authority in such matters, except the call of a Senior Minister, resides with the Official Board.
  
- C. Approval of employment shall be by a two-thirds vote of Board members present. Each employee is to be responsible to the Official Board through the proper functional committee.
  
- D. A written statement covering terms of employment shall be Included in the minutes, a copy shall be given to the employee, and a copy filed in the church office.

These Bylaws may be amended by a majority vote of the members of the Official Board present and voting in regular or special meeting, provided that the proposed amendment has been submitted In writing to membership of the General Board at least one week prior to the vote thereon.