

***CONSTITUTION AND BYLAWS  
OF THE  
MEMORIAL BAPTIST CHURCH  
OF  
JEFFERSON CITY***

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# ***CONSTITUTION AND BYLAWS OF THE MEMORIAL BAPTIST CHURCH OF JEFFERSON CITY***

## **CONSTITUTION**

### **PREAMBLE**

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

### **I. NAME**

This body shall be known as the Memorial Baptist Church of Jefferson City, located at 1120 Madison St., Jefferson City, Missouri.

### **II. OBJECTIVES**

To be a dynamic organism empowered by the Holy Spirit to share Christ in our church, community, and throughout the world.

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

To individually experience meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God through Bible study and prayer.

To be a church that ministers unselfishly to persons in the community and supports our missionaries throughout the world.

To be Christ like in our daily living by total commitment of life, personality, and possessions to the Lordship of Christ.

### **III. MISSION PATHWAY**

The Mission Pathway of Memorial Baptist Church shall be:

Real People transformed by the Gospel, focused on pursuing Life in Christ, experiencing and creating opportunities for redemptive Change. The concise structure is Real. Life. Change. These three words correspond to the fundamental disciplines of the Christian life: Real (Worship). Life (Discipleship). Change (Service). The Mission Pathway will serve to help us invest our time and energy in following Jesus as well as inviting more people to do the same.

#### IV. STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of “The Baptist Faith and Message” adopted by the Southern Baptist Convention in 1963, briefly outlined as follows:

1. **THE SCRIPTURES:** The Holy Bible was written by men divinely inspired and is the record of God’s revelation of Himself to man.
2. **GOD:** There is one and only one living and true God who reveals Himself to us as Father, Son, and Holy Spirit.
3. **MAN:** Man was created by the special act of God, in His own image, and is the crowning work of His creation.
4. **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.
5. **GOD’S PURPOSE OF GRACE:** Election is the gracious purpose of God according to which He regenerates, sanctifies, and glorifies sinner.
6. **THE CHURCH:** A New Testament Church is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, Baptism and the Lord’s Supper.
7. **ORDINANCES:** Baptism by immersion of the believer in water in the name of the Father, the Son, and the Holy Spirit. The Lord’s Supper is a symbolic act of obedience whereby members of the church memorialize the death of the Redeemer and anticipate His second coming.
8. **THE LORD’S DAY:** The first day of the week is the Lord’s Day and commemorates the resurrection of Christ from the dead and should be used as a day of worship and devotion.
9. **THE KINGDOM:** The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King.
10. **LAST THINGS:** God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.
11. **EVANGELISM AND MISSIONS:** It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all Mission.
12. **EDUCATION:** An adequate system of Christian schools is necessary to a complete spiritual program for Christ’s people, and should receive liberal support of the church.
13. **STEWARDSHIP:** God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. We are, therefore, under obligation to serve Him with our time, talents, and material possessions.

14. COOPERATION: New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom, through associations, state and national conventions.
15. THE CHRISTIAN AND THE SOCIAL ORDER: Every Christian is under obligation to seek to make the will of Christ supreme in his own life and in human society, and should oppose in the spirit of Christ every form of greed, selfishness, and vice. He should work to provide for the orphaned, the needy, the aged, the helpless, and the sick. Every Christian should seek to bring industry, government, and society as a whole under the way of the principles of righteousness, truth and brotherly love.
16. PEACE AND WAR: It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war. The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and Mission, and the practical application of His law of love.
17. RELIGIOUS LIBERTY: A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Church members may obtain a printed copy of "The Baptist Faith and Message" (1963 edition) upon request at the church office.

## **V. RELATIONSHIPS**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the association and state convention affiliated with the Southern Baptist Convention.

## **VI. CHURCH COVENANT**

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 Mission.

We also engage to maintain family and secret devotions; to provide Christian education for 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, narcotic and hallucinatory drugs; 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 each other 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.

*[End of Church Constitution; Bylaws Begin on Next Page]*



# **BYLAWS**

## **I. MEMBERSHIP**

### **Section 1. General**

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

### **Section 2. Candidacy**

- A. Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:
  - 1. A public profession of faith and baptism according to the policies of this church.
  - 2. By promise of a letter of recommendation from a Baptist or other church of like faith and order.
  - 3. By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.
  - 4. By determination that a prospective member already knows Christ as Savior and Lord and has been scripturally baptized by immersion.
- B. If any church member dissents to the proposed membership of any candidate, then the matter shall be referred to the senior pastor and deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths vote of those church members present and voting shall be required to elect such candidates to membership.

### **Section 3. New Member Orientation**

- A. New church members will be encouraged to participate in the church's new member orientation plan.

### **Section 4. Voting Rights of Members; Majority Vote Generally Required**

- A. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.
- B. Except when these bylaws expressly require otherwise, a majority vote of the church members present at any general or special meeting of the church, conducted after proper notice of the meeting has been given as provided in these bylaws, shall determine any question or decision on behalf of the church.

## **Section 5. Termination of Membership**

A. Membership shall be terminated in any of the following ways:

1. Death;
2. Granting of a letter to a Baptist church of like faith and order;
3. Transfer to another church; or
4. Exclusion by action of this church.

## **Section 6. Discipline**

- A. Church members should take every reasonable measure to assist any troubled member. The senior pastor, other members of the church staff and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.
- B. If some serious condition exists that would cause a member to become a liability to the general welfare of the church, the senior pastor and the deacons will take every reasonable measure to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. However, if the senior pastor and the deacons vote to approve a finding that the welfare of the church will best be served by the exclusion of the member, then a special meeting of the church shall be called for the purpose of considering that finding, and by a two-thirds vote of the members present at the special meeting the church may declare the offender to be excluded from the membership of the church.
- C. Any person whose membership has been terminated by exclusion, as provided in the preceding paragraph, may, upon his or her request and after giving evidence of repentance, be restored to membership by a vote of the church.

# **II. CHURCH OFFICERS**

## **Section 1. General Statement**

- A. Jesus Christ alone is the head of His church. However, as head, He has ordained that individual churches should be blessed with the spiritual leadership and ministry of special office bearers. Therefore, it is the responsibility of the church to seek to discover those to whom Christ the Lord has imparted the necessary gifts for office bearing. The Lord's appointment is recognized by not only the inward conviction of the individual involved, but also by the approval of the church observing the possession of those gifts required, and by Scriptural definition of the office.
- B. The persons holding the following positions will be considered the officers of the church: senior pastor, chairman of the deacons, church clerk, church treasurer, and the three members of the corporate board.

## **Section 2. Senior Pastor**

- A. The senior pastor is responsible for leading the church to function as a New Testament church. The senior pastor will lead the congregation, the organizations, and the church staff to perform their tasks. The senior pastor, and any candidate for this office, should meet the

Scriptural qualifications of an elder and overseer, as provided in I Timothy 3: 1-7 and Titus 1:5-9.

- B.** The senior pastor is leader of pastoral ministries in this church. As such, he works with the Leadership Team (LT), the team chairpersons, the deacons and church staff to:
  - 1. Lead the church in performing its tasks;
  - 2. Lead the church to engage in a fellowship of worship, witness, education, ministry, and application;
  - 3. Proclaim the gospel to believers and unbelievers;
  - 4. Care for the church's members and other persons in the community; and
  - 5. Supervise the church ministry staff in their work.
- C.** The church shall choose and call a senior pastor whenever a vacancy occurs, at a special meeting called for that purpose, after giving at least one week's notice to the membership. The church shall vote on the call of a senior pastor by secret ballot, which shall require an affirmative vote of three-fourths of the members present.
- D.** The senior pastor shall serve until the relationship is terminated by his request, or by a vote of the church. The senior pastor shall give at least two weeks' notice at the time of resignation before terminating his responsibilities as senior pastor.
- E.** Except when otherwise provided in these bylaws, the senior pastor shall serve as moderator during all member meetings of the church. If the senior pastor is absent, then the Deacon chairperson shall serve as moderator of the member meeting. If both the senior pastor and the Deacon Chairperson are absent, then the Deacon Chairperson will appoint another LT member to serve as moderator of the member meeting.

### **Section 3. Church Staff**

- A.** The church shall call or employ such staff members as the church shall need, including any vocational staff, secretaries, custodians, or other church employees.
- B.** Whenever the LT or the church determines that any additional staff member is needed, and before the church votes to call or employ such staff, the Personnel Support Team shall write a job description for the proposed staff member. The Personnel Support Team, with approval from the LT, shall recommend the call or employment of any paid staff member other than the senior pastor for a vote by the church.
- C.** With the LT's approval, the Personnel Support Team on behalf of the church may offer immediate employment to any non-ministerial staff subject to final approval by a vote of the church. The LT may call a special business meeting of the church, as otherwise provided in these bylaws, to consider and to vote on any offers of employment. Voting by the church upon whether to offer or to terminate employment shall be conducted by secret ballot, except when a motion to suspend this requirement is approved by the unanimous voice vote of all the members present and voting.
- D.** Whenever the church determines that any associate pastor or other ministerial staff is needed, the procedures provided in these bylaws for the Pastor Search Committee shall be applicable,

except that those procedures shall be deemed amended as necessary to apply to these circumstances.

- E. During any meeting of the Personnel Support Team, any meeting of the LT, or any regular or special business meeting of the church in which the church's prospective call, employment, or dismissal from employment of an individual person will be discussed, that individual person shall leave the room during the actual discussion of his or her prospective call, employment or dismissal, to promote candor in the discussion.
- F. All church staff shall give at least two weeks' notice before resigning from employment.

#### **Section 4. Deacons**

- A. The church shall appoint as many deacons as it considers necessary. Deacons shall be elected at regular member meetings of the church by secret ballot, and the church shall ordain each deacon as soon after his election as is convenient, unless the individual was previously ordained as a deacon by a Baptist church of like faith and order.
- B. No person shall be considered for election as a deacon until he has been a member of this church in good standing for at least one year. All deacons and candidates for election as a deacon should meet the Scriptural qualifications of a deacon, as provided in ALTs 6: 1-7 and I Timothy 3: 8-13.
- C. In accordance with the meaning of the word "deacon", and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the senior pastor and staff in performing pastoral ministries; to proclaim the gospel to believers and unbelievers; to care for church members and other persons in the community; to lead the church to engage in the fellowship of worship, witness, education, ministry, and application; and to lead the church in performing its tasks.
- D. The deacons shall elect a Chairman who will serve a three year term with a 2 term limit. A Vice Chairman will be elected to lead when the Chairman is absent with the understanding that the Vice Chairman will become the next Chairman.

#### **Section 5. Moderator**

- A. Except when otherwise provided in these bylaws, the senior pastor shall serve as the church's moderator during all church member meetings, or in the senior pastor's absence, the Deacon chairperson shall serve as moderator of the member meeting. If both the senior pastor and the Deacon chairperson are absent, then the Deacon chairperson shall appoint another LT member to serve as moderator of the member meeting.

#### **Section 6. Clerk**

- A. The church shall elect a church clerk, who shall keep a record of all the actions of the church, except as otherwise provided in these bylaws. The clerk is responsible for keeping a register of the names of members, with dates of admission, and the dates and manner of termination of membership, together with a record of baptisms. The church clerk shall issue letters of transfer voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these bylaws.

- B. The church may delegate some of the clerical responsibilities to a church secretary.
- C. All church records are church property and should be filed in the church office.

### **Section 7. Treasurer**

- A. The church shall elect annually a church treasurer. This responsibility may be carried out by a church secretary as one of the functions of the position.
- B. It is important that the character of the person selected to be treasurer should reflect Christ-like integrity. The treasurer should be a tither.
- C. The treasurer is responsible for the proper receipt, accounting and disbursement of church funds within policies established by the church for adequate financial control. This work should focus primarily on financial records and payment procedures rather than the handling of cash.
- D. The treasurer shall keep the records of individual contributions to the church. The treasurer will also confer with the Stewardship Support Team in recommending and establishing policies related to receiving, accounting and disbursing of church money; developing the annual church budget; providing a continuing program of stewardship education for the church; coordinating the annual stewardship emphasis; and preparing a financial report for the chairman of the Stewardship Support Team to present in the church member meetings.
- E. The treasurer shall prepare an annual account at the end of each fiscal year, for review and approval by the church.
- F. The treasurer, in cooperation with the church clerk, shall keep all financial reports and supporting documents as permanent records of the church, except that the treasurer may dispose of any financial records that have become outdated or insignificant, in accordance with policies and procedures approved by the Stewardship Support Team.

### **Section 8. Corporate Board**

- A. Because this church is a charitable corporation, incorporated under the laws of the State of Missouri, there shall be a Corporate Board composed of three members, elected by the church annually. This Board shall be responsible for signing all deeds, leases, releases, and other legal instruments relating to the property of the church, at the direction of the church.

## **III. COORDINATING GROUPS AND TEAMS**

### **Section 1. General**

- A. All church coordinating group and team members shall be recommended by the Ministry Placement Team, reviewed by the Leadership Team, and elected by the church, unless otherwise indicated below.

### **Section 2. Leadership Team (LT)**

Those elected as Leadership Team members will serve to follow God's guidance (through private and corporate prayer), and under the leadership of the church's Spiritual Shepherd Leader, who will cast the visions of where God is leading the church, oversee the day-to-day business of the

church and work together with the church Leadership Team to fulfill God's ministries and missions for His kingdom locally, nationally and internationally. These elected Lead Team members will be the responsible servants of the church's vision and mission - tasked with making decisions that best allow the church to follow God's will.

**A. The LT shall be organized as follows:**

1. Unless otherwise determined by vote of the church, the LT members shall be:
  - a. Senior Pastor
  - b. Treasurer
  - c. Clerk
  - d. Deacon Chairman
  - e. Church Administrator
  - f. 2-4 additional members

**B. Except as otherwise provided in these bylaws, LT meetings shall be open to all church members and all church staff who are not members of the LT are encouraged to attend all LT meetings. Church members are encouraged to discuss church issues with LT members. Members wishing to address the LT directly should make their request to the Church Administrator. The Church Administrator will provide a reasonable opportunity for the member to address the LT at a scheduled meeting. Upon motion approved by a majority vote of the LT members, attendance at any LT meeting may be temporarily closed to all persons other than LT members, but only during the LT's discussion, votes, and decisions relating to any of the following subjects affecting the church:**

1. Personnel matters;
2. Legal matters; and
3. Real estate transactions.

**C. The church clerk shall keep an official record of all decisions made by the LT during each meeting, which shall include a complete record of the LT members' discussion on any motion to enter into a closed session. The official records of each LT meeting shall be made available to any church member upon request, within a reasonable time after the meeting has adjourned. With reference to any closed session of the LT, the official record shall include, at a minimum, a statement of the general subject matter considered and all decisions made during the closed session. The LT may temporarily defer the disclosure of the official record of any closed session to church members other than members of the LT, for a reasonable time, which the LT shall determine in light of all relevant circumstances.**

**D. The LT's roles in overseeing the church's business shall be:**

1. Matters to be presented to the church should be discussed within and/or presented to the LT for consideration in this meeting. This statement shall in no way be construed to preclude the introduction of any matter into discussion at any member meeting. However, the church may vote to table any such business introduced into the member meeting until the LT has had time to review the issue.

2. The Leadership Team has 9 action items that must go to a member meeting for a vote. Those 9 items are :

- Approval of the annual budget.
- Allocations for mission work.
- New debt.
- Disposition of church assets.
- Calling or removal of Senior Pastor.
- Calling or removal of ministerial staff.
- Election of non-ministerial Elder leaders.
- Election of Committee Chairs.
- Changes to by-laws or Adopting new articles

3. Consensus will be necessary to approve any LT recommendation to the church.

4. The LT shall appoint the Ministry Placement Team and its chairperson. These recommendations from the LT will be subject to a vote of the church.

**E. The process for appointing the LT shall be as follows:**

1. The senior pastor and associate pastor(s) shall serve as members on the LT, unless otherwise specified in these bylaws.
2. The automatic appointments to the LT shall be the Treasurer, Clerk, and Deacon Chairman who shall serve as LT members during their respective terms of office as chairpersons. No person shall serve in these capacities longer than two successive terms unless otherwise specified in these bylaws.
3. The 2-4 additional LT members shall be nominated by the congregation. Those nominated will then be interviewed by the Senior Pastor and LT. The LT will bring final names to the congregation for a vote. Each of these additional members shall serve as LT members for a term of six years.

- F. In the event of a church crisis, the LT shall be entrusted to act as prudent and wise guardians of the church. In any inquiry relating to the discipline of or misconduct by church staff or personnel before the LT or the church, the chairman of deacons shall be moderator, or in his absence, the vice-chairman of deacons shall be moderator.**

### **Section 3. LifeLink Groups**

- A. LifeLink groups function as the discipleship process of our Mission Pathway. LifeLink groups should meet in members' homes when able, and provide:**
- consistent study of the Bible.
  - unity with Memorial family through periodic corporate emphasis (common study, sermon series, seasonal themes.)
  - leadership training for future small group leaders.
  - instruction for building strong families.
  - opportunities to influence Missions and connect with the lost.
  - service to the community through partnership with other LifeLink groups and with Memorial Baptist Church as a church body.

The LifeLink small group ministry has 4 values:

1. Bible study and prayer
2. Fellowship Study
3. Service
4. Leader Multiplication

#### **Section 4. Serve Teams**

- A. Serve teams have been identified by this church as an effective way to impact guests to our church as well as our community. Jesus Christ is both the Foundation and Head of this church and our desire is for others to know Him through a personal relationship with Him, and then through both personal and corporate worship experiences. The serve teams provide a necessary outlet for producing healthy disciples at Memorial Baptist Church. The serve teams will guide us to becoming fully devoted followers of Jesus Christ. Each of the serve teams encourage the obedience of God's word as a person participates. The serve teams will lead us to fulfilling our mission pathway of Real. Life. Change. We share the love of Jesus when we serve each other and the world.
- B. The Serve Teams are:
1. Spiritual Formation: Seeking the Lord for the vision of Memorial as we pray for people everywhere.
  2. Mission Team: Eliminating the walls that separate us from the people globally. Engaging our city with the love of Jesus through community projects that show we care about people.
  3. Greet Team: Visually welcoming guests to the church with a smiling face before they enter the building.
  4. Family Team: Providing opportunities for fellowship, encouragement, and discipleship (retreats, conferences, speakers, etc.)
  5. Ministry Placement Team: Helping the members of the body find their gifts, strengths, and areas of service.
- C. The Senior Pastor or Church Administrator will meet with each team leader quarterly. The team leaders will meet with the serve teams as needed. The five serve teams are encouraged to plan ways to provide discipleship opportunities for Memorial Baptist Church. These serve teams shall consist of no more than five members for each team, each member will serve a two-year term. Team chairs may serve two consecutive terms, but then shall rotate off as chair for at least one term before becoming eligible for another term. The serve teams will encourage service as commanded by scripture: Mark 10:45, Galatians 5:13, Ephesians 6:7, 1Peter 4:10.

#### **Section 5. Personnel Team and Personnel Support Team**

- A. Two members of the Leadership Team will be the overseers of personnel issues. They will have a support team of at least two more members at large to assist them with tasks and research.



- B. This team shall oversee all matters related to employing, staffing, and coordinating the church's employed personnel consistent with its mission statement.
- C. This team shall advise the Leadership Team in all matters related to employed personnel, and when appropriate bring matters before the church with the consent of the LT. This would include matters related to personnel administration, staffing, salaries, benefits, and other personal services provided to the church's staff.
- D. This team shall work with the senior pastor in supervising and annually evaluating all full time employed personnel.
- E. This committee shall coordinate salary schedules and other matters of compensation with the Stewardship Team.
- F. This team shall consist of no fewer than four members; the support team will serve two-year terms. Team members may serve two consecutive terms, but then shall rotate off this committee for at least one term before becoming eligible for another term.

## **Section 6. Stewardship Team and Stewardship Support Team**

- A. Two members of the Leadership team, the treasurer and a LT member shall develop, implement, and maintain an overall strategy for stewardship of the church's tithes and offerings consistent with its mission statement. The objective of the team is to develop in church members an understanding of and commitment to the biblical concepts of individual and corporate stewardship. The team will use all functions of the church to accomplish its objective.
- B. This team should give attention to the areas of year-round stewardship education, budgeting, and accounting.
- C. This team shall work with the Leadership Team to develop and present the annual budget for the church's approval.
- D. This team, when necessary, shall be responsible for overseeing the fiscal strategies pertaining to special offerings, building projects, benevolence needs, etc.
- E. This team will work directly with the Leadership Team on spending plans for any special gifts given to the church.
- F. The Stewardship Support Team shall appoint all offering counters.
- G. This team shall establish offering counting procedures and oversee compliance with those procedures.
- H. This team shall consist of no more than four people, who will serve two-year terms. Team members may serve two consecutive terms, but then would have to rotate off this team for at least one term before becoming eligible for another term.

## **Section 7. Campus Team**

- A. The Campus Team, consisting of five members, assists the church in matters related to effective space utilization, facility beautification and maintenance of the buildings and property. This team will develop a team of campus hosts/managers to run and oversee the

campus whenever it is in use and will create a strategic flow of traffic to use outside and within the facilities on Sundays.

### **Section 8. Pastor Search Committee**

- A. A pastor search committee will be elected when the need arises to call a senior pastor. The Leadership Team shall seek nomination from the church membership of persons to serve on the search committee.
- B. The pastor search committee shall have five members. The Leadership Team shall nominate five church members to serve as members of the pastor search committee, and one additional church member to serve as an alternate member of that committee. The church shall be notified of the election and of the nominees at least one week before the business meeting in which the church elects this committee.
- C. After proper election by the church, the pastor search committee shall seek out a suitable candidate to serve as senior pastor, and shall bring a nomination to the church. The committee shall bring to the consideration of the church only one nominee at a time.
- D. Election of a new senior pastor shall be by secret ballot, at a special business meeting called for this purpose and published at least one week before such meeting. An affirmative vote of three-fourths of the church members present at the special meeting shall constitute a call.
- E. The pastor search committee members shall continue for the first year of ministry of the new senior pastor to encourage, fellowship, and support the new senior pastor and insure a smooth transition.

### **Section 9. Additional Teams**

- A. The bylaws do not necessarily describe every team currently established by the church. At its discretion the church, by majority vote, may establish additional teams, or may disband any team, except that a team established in the bylaws may be disbanded only by an authorized amendment to the bylaws.

## **IV. ORDINANCES**

### **Section 1. Baptism**

- A. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, who indicates a commitment to follow Christ as Lord, and who has been approved by the church as a candidate for church membership, shall be received for baptism.
- B. Baptism shall be by immersion in water.
- C. Baptism shall be administered by the senior pastor. Any church member other than the senior pastor, or any non-member of this church, may administer baptism only with the pleasure of the church, which shall be obtained *before* the baptism. The deacons shall assist in the preparation for, and observance of, baptism.
- D. Baptism shall be administered as an act of worship during any worship service.

- E. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the senior pastor and/or staff and deacons. If negative interest is ascertained, he shall be deleted from those awaiting baptism.

## **Section 2. The Lord's Supper**

- A. The Lord's Supper is a symbolic act of obedience whereby members of the church and other Christians of like faith and order, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate his Second Coming.
- B. The Lord's Supper shall be observed regularly, preferably on the first Sunday of the quarter, or as otherwise scheduled.
- C. The pastors and deacons shall be responsible for the administration of the Lord's Supper.
- D. The deacons shall be responsible for the physical preparations of the Lord's Supper.

# **V. CHURCH MEETINGS**

## **Section 1. Worship Services**

- A. The church shall meet regularly each Sunday morning and Wednesday evening for preaching, instruction, evangelism, and for the worship of the Lord Jesus Christ. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the leadership of the senior pastor.

## **Section 2. Special Services**

- A. Special Services and other church meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar. Such services might include: revival services, special music services, prayer services and other related ministries.

## **Section 3. Regular Member Meetings**

- A. Regular member meetings shall be held not less often than once in each calendar quarter, as to be determined. An agenda for this meeting is to be printed and distributed not later than the preceding Sunday.

## **Section 4. Special Member Meetings**

- A. A specially called member meeting may be held to consider special matters of a significant nature. Not less than one week's notice of the subject, date, time, and location must be given for the special called member meeting unless extreme urgency renders such notice impractical.

## **Section 5. Quorum**

- A. The quorum shall consist of not less than 25% of current members.

## **Section 6. Parliamentary Rules**

- A. *Robert's Rules of Order* (latest edition) is the authority for parliamentary rules of procedure for all member meetings of the church.

## **VI. CHURCH FINANCES**

### **Section 1. Budget**

- A. The Stewardship Support Team, in consultation with the Leadership Team, shall prepare and submit to the church for approval an inclusive annual budget, indicating by items the amount needed and sought for all local and worldwide expenses.
- B. Every member of the church should be contacted annually and given the opportunity to support the stewardship program of the church. New members shall be contacted by a representative of the Stewardship Support Team upon acceptance into the membership, and shall be given the same opportunity to financially support the church.

### **Section 2. Accounting Procedures**

- A. The Stewardship Support Team shall have responsibility for establishing accounting systems and procedures that will adequately provide for the handling of all funds received by the church. The church's management of funds received demonstrates its stewardship and provides an example to church members. In formulating the accounting procedures, the Stewardship Support Team should:
  - 1. Establish policies and procedures to ensure the careful handling of all church funds.
  - 2. Provide for the prompt and secure deposit of monies received from all channels within the church.
  - 3. Encourage the formulation of policies for receiving special gifts.
  - 4. Establish guidelines for offering counting and associated records.
  - 5. Select the offering counters.
  - 6. Require that all financial transactions are properly recorded.
  - 7. Report to the church on all financial transactions.
  - 8. Conduct an annual financial review, and make adjustments in the overall accounting procedures as the team deems necessary or appropriate.
- B. The Treasurer, and two other persons appointed by the Stewardship Support Team, shall serve as check signers. At least two of these authorized persons shall co-sign all church checks. In situations where a non-recurring check needs to be signed, the Church Administrator or corporate board members may sign. The church shall obtain coverage against loss or liability resulting from the acts or omissions of the treasurer, each of these check signers, every offering counter, and any person who gathers, counts or deposits money.

### **Section 3. Financial Review**

- A. The Stewardship Support Team shall perform a review of church financial procedures and practices once each year. The areas of review shall include, but not be limited to:
  - 1. The work of the Stewardship Support Team, church treasurer, and offering counters, to make sure they are following all approved financial policies and procedures.

2. An examination of the procedures for recording contributions, to ensure that church policies and Federal government requirements are being followed.
  3. A general review of the accounting practices and financial records.
- B.** The Treasurer shall report the results of the financial review to the church at the next member meeting following the completion of the annual financial review. A copy of the report shall be available in the church office for member review.
- C.** The church shall contract with a qualified independent firm for a financial audit of financial procedures and records every fifth year, unless otherwise directed by the LT. The audit shall be conducted in accordance with Generally Accepted Auditing Standards (GAAS). A representative of the independent firm shall present its audit report to the church membership at the next business meeting following the completion of the report. The LT shall have responsibility for directing the implementation of any corrective action recommended in the audit report, in conformity with the applicable requirements of these bylaws.

#### **Section 4. Fiscal Year**

- A.** The fiscal year of the church shall run from January 1 to December 31.

### **VII. AMENDMENTS**

#### **Section 1. Procedures for Amending Constitution and Bylaws**

- A.** Changes in this constitution and bylaws may be made at any regular member meeting of the church, provided each amendment shall have been presented in writing at a previous member meeting, and copies of the proposed amendment shall be furnished to each member present. Amendments to the constitution shall be by two-thirds vote of all members of the church present and voting. Amendments to the bylaws shall have a concurrence of a majority of the members present and voting.

*[End of Church Constitution and Bylaws]*

CBL adopted 7-16-2008, amended 8-12-2009, amended 12-5-2010, amended 4-19-2018