

# St. Peter Baptist Church

## The Church Constitution

and



## The Church By-Laws

### Our Mission Statement:

“We are a people of God committed to making disciples of Jesus Christ.”

**TABLE OF CONTENTS**

|                      |   | <b>Page</b> |
|----------------------|---|-------------|
| <b>CONSTITUTION:</b> |   |             |
| <b>ARTICLE I</b>     | <b>NAME</b>                             | <b>2</b>    |
| <b>ARTICLE II</b>    | <b>STATEMENT OF MISSION</b>             | <b>2</b>    |
| <b>ARTICLE III</b>   | <b>POLITY</b>                           | <b>2</b>    |
| <b>ARTICLE IV</b>    | <b>DOCTRINE</b>                         | <b>2</b>    |
|                      | Section 1. Covenant                     |             |
|                      | Section 2. Church Ordinances            |             |
| <b>ARTICLE V</b>     | <b>CHURCH MEMBERSHIP</b>                | <b>3</b>    |
|                      | Section 1. Admission of Members         | 3           |
|                      | Section 2. Candidacy for Membership     | 3           |
|                      | Section 3. Responsibility of Membership | 3           |
|                      | Section 4. Status of Membership         | 3           |
|                      | Section 5. Termination of Membership    | 4           |
| <b>ARTICLE VI</b>    | <b>DISSOLUTION</b>                      | <b>4</b>    |
| <b>ARTICLE VII</b>   | <b>AMENDMENTS</b>                       | <b>4</b>    |
| <hr/>                |   |             |
| <b>BY-LAWS:</b>      |   |             |
| <b>ARTICLE I</b>     | <b>OFFICERS OF THE CHURCH</b>           | <b>5</b>    |
|                      | Section 1. Pastor                       | 5           |
|                      | Section 2. Church Clerk                 | 8           |
|                      | Section 3. Assistant Church Clerk       | 8           |
|                      | Section 4. Treasurer                    | 9           |
| <b>ARTICLE II</b>    | <b>CHURCH MINISTRIES</b>                | <b>10</b>   |
|                      | Section 1. Diaconate Ministry           | 10          |
|                      | Section 2. Christian Education Ministry | 11          |
|                      | Section 3. Trustee Ministry             | 12          |
|                      | Section 4. Finance Ministry             | 13          |
|                      | Section 5. Leadership Council Ministry  | 14          |
|                      | Section 6. Stewardship Ministry         | 15          |
|                      | Section 7. Other Church Ministries      | 16          |
| <b>ARTICLE III</b>   | <b>CHURCH PERSONNEL</b>                 | <b>16</b>   |
| <b>ARTICLE IV</b>    | <b>OFFICE TENURE</b>                    | <b>16</b>   |
| <b>ARTICLE V</b>     | <b>CHURCH MEETINGS</b>                  | <b>16</b>   |
|                      | Section 1. Elections                    | 16          |
|                      | Section 2. Worship Services             | 17          |
|                      | Section 3. Church School                | 17          |
|                      | Section 4. Business Meetings            | 17          |
|                      | Section 5. Parliamentary Rules          | 18          |
| <b>ARTICLE VI</b>    | <b>CHURCH YEAR</b>                      | <b>18</b>   |
| <b>ARTICLE VII</b>   | <b>REVISION OF BY-LAWS</b>              | <b>18</b>   |

# CONSTITUTION:

## **Article I. Name**

The name of this Church shall be St. Peter Baptist Church. The church is located at 2040 Mountain Road, Glen Allen, Virginia 23060.

## **Article II. Statement of Mission**

We are a people of God committed to making disciples of Jesus Christ.

## **Article III. Polity (Church Government)**

Polity is the form of government adopted by a Church. The authority to reach decisions for governing the affairs of the Church is vested in the membership. This authority is derived from our understanding of the Holy Bible, which we believe to be the inspired Word of God and the basis for all matters of faith and practice. In no way shall this Church be governed by any other forms of Church government or outside entities.

## **Article IV. Doctrine**

The Church accepts the Scriptures of the Old and New Testaments as the inspired record of God's revelatory actions in human history and as the authoritative basis for its doctrine and practice.

### **Section 1. Church Covenant**

The Church has adopted a Covenant as a means by which its members express their intent to accept the Lordship of Jesus Christ in the affairs of daily life. This covenant shall be subject to revision by the membership as it seeks to carry out the mission of this Church. The official Church Covenant will be kept on file with the Church Clerk.

### **Section 2. Church Ordinances**

- a. Baptism by Immersion
- b. The Lord's Supper/Holy Communion

## **Article V. Church Membership**

### **Section 1. Admission of Members**

The membership of this Church shall consist of any person who:

- a. Professes faith in the Lord Jesus Christ as his or her personal Savior
- b. Shows evidence of a change of heart
- c. Adopts the views of faith and practices held by the Church
- d. Completes the new member orientation class

### **Section 2. Candidacy for Membership**

A person may be considered for membership by one of the following methods:

- a. **Baptism.** Any person professing faith in the Lord Jesus Christ, following the completion of new member orientation may be received as a candidate for Baptism by immersion.
- b. **Letter.** Any believer who is in accord with the views of faith and the principles of this Church may be received by letter from any other Christian Church, providing he or she has been Baptized by Immersion.
- c. **Christian Experience.** A believer who has formerly been a member of a Christian Church, who was Baptized by Immersion and who, does not present a letter from that Church, but who is in accord with the views of faith and principles of this Church may be received upon statement of experience.
- d. **Restoration.** Any believer whose membership has been terminated for any reason may be restored to membership upon satisfactory evidence of a change of heart, Christian conduct, spiritual faith, and/or a desire to be reunited with this Church.

All the above methods of candidacy for membership require persons to complete new member orientation and they shall be eligible for the Right Hand of Fellowship upon completion of the new member orientation.

### **Section 3. Responsibilities of Membership**

- a. Members shall lead a Christian life in keeping with the faith and practices of the Church. Members shall regularly attend Church worship services, study ministries, participate in the prayer life of the Church, engage in service ministries, faithfully attend business meetings, and consistently support the Church financially through the tithe and offerings.

### **Section 4. Status of Membership**

- a. Persons seeking membership in the Church shall not be discriminated against based upon gender, ethnicity, national origin, color, disabilities, age, or life circumstances.

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

A person's name may be removed from the Church's membership roll for any of the following reasons:

- a. **Death.**
- b. **Letter.** Any member may receive, upon his or her request, a letter of transferal of membership to another Church. The name of the Church to which membership is being transferred shall be named in the request, and the letter shall be sent to the Pastor or clerk of that Church.
- c. **Exclusion.** Should any member become an offense to the Church and to its good name by reason of unchristian conduct, or by persistent breach of his or her covenant vows, the Church may terminate his or her membership, after notice and a hearing before the Pastor and the Diaconate, and after faithful efforts have been made to bring about repentance and reconciliation. Exclusion of any member must be approved by a majority vote of the Church members present at any regular business meeting.
- d. **Request.** All requests for termination of membership, by a member seeking a letter transferring membership to another church, will be accepted by the Church Clerk. The letter will be recorded by the Church Clerk with a notice to the Pastor.
- e. **Removal.** Members who have joined other Churches or whose addresses have been unknown for two years shall be removed from the Church roll, upon recommendation by the Diaconate.

## **Article VI. Dissolution**

In the event of the liquidation or dissolution of the affairs of the Church, no manager, trustee, or officer of the Church or any private individual shall be entitled to share in the distribution of any of the corporate assets, but the assets shall be distributed exclusively to a religious or non-profit organization(s) by the majority vote of the congregation.

## **Article VII. Amendments**

The Church reserves the right to revise this Constitution, as it deems necessary. This Constitution may be amended at any regular or called business meeting of the Church, provided such amendments are made available to the membership 30 days prior to the next regular meeting. Amendments to the Constitution shall require a two-thirds vote of the members present and voting.

# BY-LAWS:

## Article I. Officers of the Church

All elected Church officers other than the Pastor must be members of the Church. All Church officers must fully support the full ministry of the Church with their commitment, presence, and tithes and offerings. All Church officers other than the Pastor, Diaconate and Trustees shall serve a consecutive two-year term.

### **Section 1. Pastor**

The Pastor will preach and teach the gospel of Jesus Christ, administer the Ordinances, minister to the needs of the membership, and have charge of the spiritual welfare of the congregation and the stated services of public worship.

### **Process for Selection and Termination of Pastor**

#### **a. Pastoral Selection Committee**

When it is necessary to call a Pastor, the Church shall select a Pastoral Selection Committee that is representative of the church of no less than seven (7) and no more than eleven (11) members. The committee should be selected within thirty (30) days after the Pastorate has been vacated. Each committee member should be spiritually mature, knowledgeable of the needs, strengths, weaknesses, and aspirations of the Church, in regular attendance at worship service and other Church activities, and a tither.

In the absence of a Senior Pastor, and prior to the formation of a Pastoral Selection Committee, the Chairperson of the Diaconate will call a meeting of the congregation to recommend the procedures for: a) selecting the committee, b) handling the Pastoral care and administrative tasks, and c) supplying the pulpit.

Once selected, it shall be the duty of this committee to take necessary steps to secure a Pastor. The committee shall investigate the merits of every candidate under consideration in regard to personal character, education, ministerial record, personal financial responsibility, and preaching and teaching abilities in determining his or her fitness for the Pastorate.

The calling of the Senior Pastor shall be done upon the recommendation of the Pastoral Selection Committee. The church shall elect a new Senior Pastor by a two-thirds (2/3) vote of the members voting at a special meeting called for that purpose.

The committee shall follow a search procedure approved by the Church. When a suitable candidate is found, the committee shall recommend that person to the Church for consideration, but the committee shall recommend only one candidate at a time. The committee's recommendation will constitute a nomination to the Church.

**b. Election of Pastor**

The call of a Senior Pastor shall come before the Church at a meeting called for that purpose. Notice of the meeting and its purpose shall be read by the clerk during regular worship services on two (2) successive Sundays. A two-thirds (2/3) vote of the members voting shall be necessary to extend a call, provided there is a quorum of twenty-five percent (25%) of the membership. The vote shall be by secret ballot.

**c. Terms of Employment of Senior Pastor**

The Pastor shall be called for an indefinite period of time. The starting salary shall be fixed at the time of the call and may be changed by vote of the Church at any regular business meeting, provided that such a change has been reviewed and recommended by the Finance Ministry. The salary shall be paid on a regular and timely basis. The Pastor shall be given an annual vacation of not less than four (4) weeks with pay. The Church will provide a comprehensive package of benefits.

**d. Termination of Pastor's Term of Office**

The Senior Pastor shall hold the office until resignation, retirement, permanent disability, death, or termination.

The removal of the Pastor shall be left to the judgment of the Church. The objective of the Church is reconciliation. Should reconciliation occur at any point in the process, the process shall be terminated.

The chairpersons, or a designee, of the Diaconate, Trustee, and Christian Education Ministries shall attempt to mediate any differences between the Pastor and the Church.

A Pastor's term of office may be ended upon ninety (90) days of notification on the part of the Pastor or of the Church. Termination of the Senior Pastor's term of office shall be voted on at a regularly called business meeting, notice of such meeting and its purpose shall be read by the clerk from the pulpit on two (2) successive Sundays. A two-thirds (2/3) vote of the members voting—shall be necessary to terminate the Pastor's term of office, provided there is a quorum of twenty-five percent (25%) of the membership. The vote shall be by secret ballot.

Should the Pastor become a liability and/or an embarrassment to the Church because of conduct unbecoming the office of a Pastor, the Church reserves the right to call a special meeting to address such conduct as soon as possible. This meeting shall be called by the chairpersons, or a designee, of the Diaconate, the Trustee, or the Christian Education Ministries, after notice of such meeting and its purpose has been read by the clerk from the pulpit on two (2) successive Sundays. A two-thirds (2/3) vote of the members voting shall be necessary to terminate the Pastor's term of office, provided there is a quorum of twenty-five percent (25%) of the membership. The vote shall be by secret ballot.

## **e. Roles, Qualifications and Responsibilities**

### **Roles:**

- a. Serve the congregation as the spiritual leader, Senior Pastor, teacher, counselor, and administrative head of the church.

### **Qualifications:**

- a. Shall have a minimum education that includes the Bachelor of Science and Master of Divinity with three (3) years of pastoral experience. The degree must be obtained from a fully accredited seminary or graduate theological school. The earned doctorate is preferred.

### **Responsibilities:**

- a) Be the chief administrative officer, leader of the congregation and Senior Pastor of the church, i.e. the "overseer" 1 Timothy 3:1-7.
- b) Equip the congregation with God's vision for holistic growth, through meaningful, educational and outreach experiences that will lead the congregation into an encounter with the Almighty.
- c) The pastor is responsible to God through the congregation under the auspices of the Holy Spirit.

### **Duties:**

- a) Preach the Word of God, administer the ordinances, watch over membership, and have charge of the welfare of the congregation and the services of public worship.
- b) Serve as ex-officio member of all ministries and committees of the Church.
- c) Call special meetings of the members of the Church.
- d) Serve as the Moderator and preside at all business meetings of the Church. When matters pertain to him/her directly or when the Senior Pastor is unavailable, the Senior Pastor will appoint a designee.
- e) Veto any person, recommendation, or decision emanating from any group, committee, or ministry that is not in keeping with the vision and mission of the church.
- f) Oversee the business, civic, and social concerns of the church on a day-to-day basis and shall use the power of his/her office to implement the ongoing programmatic goals of the congregation and its ministries.
- g) Set short and long-range goals for the church and make a report of the year's work at the annual meeting.
- h) In consultation with the chairpersons of the Diaconate and Trustees Ministries, hire, supervise, evaluate, and terminate staff.
- i) At his/her discretion, choose to counsel, advise, mediate, arbitrate, reconcile, place on probation, suspend and/or terminate members of the ministerial staff whose performance, interpersonal relationships, or conduct at or away from the church is unsatisfactory and/or contrary to the written or implied ordinances of the church.
- j) Develop staff, assign duties, supervise, and perform formal evaluation of the church ministerial staff.
- k) Comply with the policies and procedures established by the Church.
- l) Reporting to the Senior Pastor is the Executive Minister, Minister of Christian Education, Diaconate Ministry, Trustee Ministry, Finance Ministry, Treasurer, Minister of Youth, and the Leadership Council.

## **Section 2. Church Clerk**

The Church Clerk ("Clerk") shall be elected at the annual meeting to serve for two (2) years. All books and records under the responsibility of the Clerk shall be maintained on file in the Church as its permanent records. The Clerk shall deliver immediately to his or her successor all books and records for which he or she has been responsible. The Clerk, in addition, shall fulfill the following duties:

- a. The Clerk shall keep complete minutes of the voted on actions at all business meetings of the Church, which shall be approved and adopted at the next business meeting.
- b. The Clerk shall receive from the Treasurer and keep in the permanent records of the Church the annual financial report approved by the Church Conference.
- c. The Clerk shall receive from the Finance Ministry and keep in the permanent records of the Church the annual budget approved at the Church Conference.
- d. The Clerk shall receive from the Stewardship Ministry and keep in the permanent records of the Church a list and description of all active Ministries.
- e. The Clerk shall receive from the Senior Pastor and keep in the permanent records of the Church the official Church Covenant.
- f. The Clerk shall ensure that a record is kept:
  - 1) of the names and addresses of the members of the Church, with dates and manner of admission, termination and separation,
  - 2) of baptisms, baby blessings, and deaths,
  - 3) of removals from the Church roll
  - 4) of denominational reports.
- g. The Clerk shall give notice of all meetings where such is required by these Bylaws.
- h. The Clerk shall produce an annual compilation of all permanent records for each calendar year.

Some of these responsibilities may be delegated at the discretion of the Pastor.

## **Section 3. The Assistant Church Clerk**

There shall be one Assistant Clerk elected at the annual meeting to serve for two years. The Assistant Clerk will serve in the absence of the Clerk. The Assistant Clerk will assist the Clerk in performing his or her duties as needed.

#### **Section 4. Treasurer**

The Treasurer will be elected at an annual meeting. The Treasurer of this Church will be bonded. In addition, the Treasurer will fulfill the following responsibilities:

- a. The Treasurer, or his/her Church authorized designee, will receive and secure all money belonging to the Church.
- b. The Treasurer, within twenty-four (24) hours of the collection and reconciliation of Church funds by the Finance Ministry, will deposit all money received as treasurer in a bank selected by the Finance Ministry, and approved by the Church.
- c. The Treasurer shall approve all checks issued in the name of the Church.
- d. The Treasurer will establish separate accounts of all funds raised or contributed for particular purposes, as directed by the Finance Ministry. No funds will be disbursed by the treasurer except for the purpose for which they were budgeted.
- e. The Treasurer will keep an accurate account of all money received by the Church, and give a weekly statement to the Operations Administrative Clerk.
- f. Upon receipt of a voucher properly executed by the head of a ministry of this Church, or by his or her designee (as evidenced by such ministry head's written designation), the Treasurer will approve the disbursement of the money of the Church, consistent with approved budgetary allocations.
- g. The Treasurer will submit to the Finance Ministry, monthly, the financial status of the Church.
- h. The Treasurer will keep a written itemized report of receipts and disbursements, showing the actual financial condition of the Church and be prepared to present that information to the members at Church Council meetings and Church Conferences.
- i. Upon the annual closing and balancing of all accounts, the Treasurer will turn over all financial records to the Finance Ministry to conduct an internal audit.
- j. Upon rendering the annual report at the end of each fiscal year, and its acceptance and approval by the Church Conference, the Treasurer will deliver the annual report to the Church Clerk, who will keep and preserve the report as part of the permanent records of the Church.
- k. The Treasurer, the chairperson of the Finance Ministry or his designee, and the Operations Administrative Clerk shall be authorized to sign checks, which will require two (2) of the three (3) signatures.

## Article II -- Church Ministries

The ministries shall submit annually to the Finance Ministry a detailed budget that indicates by item the amount needed for the operation of their ministry for the upcoming calendar year. The ministries shall support the extended ministry services of the Church.

### Section 1. Diaconate

#### Roles:

- a. Functions in partnership with the Pastor, as armor bearers, carrying out the pastoral vision for ministry. Serve as directed by the Senior Pastor to provide spiritual leadership to the Church.

#### Membership:

- a. Persons will serve for five (5) years. They must vacate the position for one (1) year before consideration of another five (5) year term.
- b. Candidates for the Diaconate Ministry must be adults who will spend at least three (3) months in training and study before being considered for ordination. Such training and study will be led by the Pastor and existing Diaconate.
- c. The Diaconate will be composed of the Deacons and Deaconesses of the Church. These persons are equal in function, responsibilities, and authority. The Diaconate will have a single slate of officers comprised of both Deacons and Deaconesses. A Diaconate member will not hold dual membership on the Diaconate and Trustee or Finance Ministry.
- d. Candidates for the Diaconate Ministry will be presented by the Stewardship Ministry, with Pastoral approval, for election at the Church Conference Meeting then voted on by the Church.
- e. Elections will be held when they are deemed necessary by the Pastor. In case of death, removal, or incapacity to serve, the Pastor shall select to fill the unexpired term from among eligible candidates provided by the Stewardship Ministry.
- f. The Diaconate will designate one member to serve on the Leadership Council to plan for and support the needs of the Church.

#### Responsibilities:

- a) Carry out the Church's mission mandate;
- b) Help the Pastor render greater service to God.
- c) The Diaconate Ministry reports to the Sr. Pastor or his/her specified designee.

**(Section 1. Diaconate)**

**Duties:**

- a) Teach, evangelize, and foster unity;
- b) Assist those who supply the pulpit in the Pastor's absence;
- c) Provide the leaders for weekly prayer service;
- d) Provide for the Ordinances (communion and baptism), and aid in their administration;
- e) Develop and implement a family ministry plan to provide spiritual guidance and support;
- f) Visit and care for the sick, needy, and distressed members of the church;
- g) Establish and monitor the mission of the Yokefellows Ministry; and
- h) Work with each ministry to provide leadership and spiritual guidance.

**Section 2. Christian Education Ministry**

**Role:**

- a. To provide on-going holistic educational ministry to the congregation that enables spiritual growth and maturity in the Word of God.

**Membership:**

- a. Shall consist of twelve (12) members ten (10) who have been elected as Chair or Vice Chair of a Christian Education Ministry and two (2) at-large) from the congregation. Member shall serve a term of two (2) years. Annually, one-fourth (1/4) shall be selected for a term of two (2) years. The Christian Education Ministry (CEM) is responsible to the Minister of Christian Education.

**Responsibilities:**

- a) Assist the Minister of Christian Education (MCE) in the administration, planning and coordination of the educational program for the entire church.

**Duties:**

- a. Conduct research; plan and develop strategies, training courses, materials, etc., that support congregational spiritual growth and the church's goals and objectives.
- b. Evaluate and select curriculum, topics, training courses, materials, etc.
- c. Communicate the church's educational program and its goals, objectives, curriculum, training requirements, etc. to all ministries of the church.
- d. Provide recommendations on the use and need for educational equipment and space.
- e. Submit annually the CEM educational budget in support of identified goals.
- f. Present a yearly report of the ministry's activities at the annual meeting to the Church.

### **Section 3. Trustee Ministry**

#### **Role:**

- a) To hold in trust all property and assets belonging to the Church and take the necessary measures for their protection and maintenance.

#### **Membership:**

- a) Shall consist of a number specified by the Senior Pastor and Chairperson of the Trustee Ministry. Candidates for the Trustee Ministry will be recommended by the Senior Pastor. They shall be presented for election by the Stewardship Ministry at Church Conference meetings and voted on by the Church. Elections will be held when they are deemed necessary by the Senior Pastor.
- b) Persons will serve for five (5) years. They must vacate the position for one (1) year before consideration of another five (5) year term.
- c) Candidates for the Trustee Ministry will be presented by the Stewardship Ministry, with Pastoral approval, for election at the Church Conference Meeting then voted on by the Church.
- d) Trustees report to the Senior Pastor or his/her specified designee.
- e) The Trustee Ministry will designate one member to attend Finance Ministry meetings for ongoing collaboration to provide for the needs of the Church.
- f) A church member who is elected to serve as a Trustee may also serve as a member of the Finance Ministry. No more than two (2) members of the Trustee Ministry may serve on the Finance Ministry at any particular time. These persons will not have check writing or check signing privileges.

#### **Responsibilities:**

- a) Responsible for property and assets of the church.
- b) The Trustee Ministry serves as the adhoc Human Resources Ministry.

#### **Duties:**

- a) Affix their signatures to legal documents involving the sale, mortgage, purchasing or renting of property. All legal documents requiring the signatures of the Trustees are to be signed only with the approval of the Church.
- b) In consultation with the Senior Pastor, secure the services of necessary personnel for the maintenance and operation of the Church.
- c) Ensure the building is ready for use for all Church activities and secure the building upon the completion of all activities.
- d) Perform other duties imposed on them by the Commonwealth of Virginia.

## **Section 4. The Finance Ministry**

### **Roles:**

- a) Consistently monitors the Church's financial goals.
- b) In coordination with the Financial Operations Administrator the Ministry shall monitor the Church's budget for the overall successful operation of the Church.
- c) Provide viable and functional procedures and operations that will enhance the overall accountability of the Church's assets to the Church.

### **Membership:**

- a) The Finance Ministry shall consist of a number specified by the Senior Pastor and Finance Ministry Chair to fulfill the duties of the ministry. This number shall exclude the Treasurer, Financial Operations Administrator (FOA) and Operations Administrative Clerk. New Finance Ministry members shall be presented for election by the Stewardship Ministry at any Church Conference meeting and voted on by the Church.
- b) The Finance Ministry will designate one member to serve on the Leadership Council to plan for and support the needs of the Church.
- c) The Finance Ministry reports to the Chair of the Trustee Ministry or his/her specified designee.

### **Responsibilities:**

- a) Assess the allocation of the Church funds as dictated by the approved budget, the Church's mission statement and the Church's vision statement.
- b) Establish and implement budget planning, monitoring and control processes to include review of quarterly reports provided by the FOA.

### **Duties:**

- a) Annual budget preparation to include a step-by-step process to ensure the proper coordination between the Finance Ministry and all budgeted Ministries of the Church. In coordination with the FOA, present the proposed budget to the annually scheduled or called Conference meeting for vote and approval.
- b) Address budgetary concerns of the Pastor, Trustees, Ministry leaders and Congregation.
- c) Educate and train its members and the Ministries of the Church on the budgetary process.
- d) In coordination with the FOA and Treasurer, identify shortfalls in giving patterns and make budgetary recommendations.

## Section 5. The Leadership Council Ministry

### Scripture:

“Where there is no vision, the people perish; but he that keepeth the law, happy is he.”  
Proverbs 29:18 KJV

### Mission:

The mission of the Leadership Council is to promote and maintain God’s vision for St. Peter Baptist Church by fostering an environment for the congregation’s Spiritual development and growth.

### Summary:

The Leadership Council Ministry shall consist of the Senior Pastor, Executive Minister, Minister of Christian Education, Minister of Youth, Music Coordinator, Chairperson of the Diaconate, Finance, Trustee, Stewardship, Church Clerk and Information Technology Ministries and 2 (two) members at large.

### Responsibilities:

The Leadership Council Ministry shall serve in coordination with the Senior Pastor to promote and maintain the vision of the Church by guiding the Church’s resources to optimize growth and community outreach. It shall be responsible for meeting monthly with their assigned Church Ministries to provided guidance and leadership in the area of service. It shall also be responsible for reporting to the Leadership Council at its monthly meeting any recommendations from the Church Ministries for suggested plans and goals.

### Duties:

- a) Reviews and coordinates program plans recommended by the Leadership and Church ministries to ensure proper allocation of calendar time.
- b) Promote and provide for church ministries to function cooperatively to maximize resources and foster greater avenues for community outreach.
- c) Promote community outreach through the utilization of plans developed for media, marketing and ministry.
- d) Present all matters agreed upon by the Leadership Council that require action to the congregation at Church Conference for approval and/or disapproval.

## Section 6. Stewardship Ministry

### Role:

- a) To educate and encourage members to be better stewards.

### Membership:

- a) Shall consist of a minimum of eleven (11) and a maximum of twenty-five (25) members. Members shall serve a two (2) year term. A member may be considered for serving another term after vacating the ministry for one (1) full year.
- b) The Stewardship Ministry will designate one member to serve on the Leadership Council to plan for and support the needs of the Church.
- c) The Stewardship Ministry reports to the Executive Minister or the Pastor's specified designee.

### Responsibilities:

- a) Teach the members, in conjunction with the Christian Education Ministry, about the need to support the ministries of the church;
- b) Lead the congregation towards a deeper understanding and acceptance of the meaning of stewardship (as it relates to time, talent, and treasure) in an effort to develop and practice sound principles of stewardship in their daily Christian walk; and
- c) Lead congregants through the church's nomination process to assist them in becoming active stewards.

### Duties:

- a) Develop and implement an annual stewardship plan for the church with pastoral approval.
- b) Provide training (workshops, financial seminars, etc.) on how to integrate stewardship into everyday life as a means of committing oneself to the Lord;
- c) Train the children/youth to help them understand the concept of stewardship and the many ways they can be good stewards;
- d) Recommend candidates to the pastor for church leadership positions for the following ministries: Diaconate, Christian Education, Trustee, Finance, and Stewardship:
- e) Conduct elections which will take place at Church Conference;
- f) Provide a record of all active ministries of the church to the Church Clerk
- g) Ensure all active ministries are recorded on the official Time and Talent Form

## **Section 7. Other Ministries**

The official descriptions, duties and responsibilities of all active Ministries of the Church will be kept on file with the Church Clerk. Additional ministries shall be developed as needed, by the Church.

At a minimum, all ministries must follow these basic guidelines:

- 1) Have a clear mission in accordance with Church doctrine
- 2) Conduct regular meetings and maintain minutes and records.
- 3) Establishing bank or credit accounts with an affiliation to St. Peter Baptist Church (SPBC) is strictly prohibited.

## **Article X -- Church Personnel**

All professional staff of the Church shall be hired based on the needs of the Church. Official job descriptions with duties and responsibilities shall be kept on file and maintained with Human Resources or with the ministry taking on the Human Resources responsibilities and function.

## **Article XI -- Office Tenure**

- a) Office tenure is to be established by the ministries of the Church, except as noted elsewhere in these by-laws.
- b) The Church has the authority, for good and sufficient cause, to remove from office any officer or ministry member.
- c) Resignations from elected officers shall be made in writing to the Church Clerk.

## **Article XII -- Church Meetings**

### **Section 1. Elections**

- a) Time -- The annual election of officers shall be held during the annual meeting of the Church, which shall be on the third (3rd) Thursday evening in December.
- b) Qualification of Voters -- All matters pertaining to the purchase, sale, or mortgaging of property shall be voted on only by members who are of legal age (18 years old). On all other matters that require a vote by the congregation, members are encouraged to exercise their right to vote.
- c) Procedure -- At least two (2) weeks before the election, the Stewardship Ministry shall present to the Church names of one or more persons for each office to be filled. The biographical information and photograph of the person(s) nominated must be posted so that all members might know those who are being placed in nomination. No voting by proxy shall be allowed. Voting shall be by a show of hands, and/or by ballots.
- d) Vacancies -- Vacancies occurring during the year may be filled for the unexpired term at any business meeting. The Stewardship Ministry shall present to the Church nominees for the vacancies to be filled. In compliance with the procedures as listed in paragraph "c" above.

## **Section 2. Worship Services**

The Church shall meet regularly each Sunday morning for preaching, instruction, and evangelism for the worship of Almighty God. The Pastor has the authority to offer special worship services during the year as appropriate. The Church shall meet on a designated day(s) of the week for Bible Study and Prayer Services. These meetings will be open for the entire membership of the Church and for all people, and shall be conducted under the direction of the Pastor and/or the Pastor's designee.

## **Section 3. Church School**

There shall be a Church School, divided into classes or departments for all ages, and conducted under the direction of a general superintendent and up to three (3) assistant superintendents, for the study of God's Word. Church School is to be conducted each Sunday morning and other times as needed.

## **Section 4. Business Meetings**

- a) Regular business meetings (Church Conference) of the Church shall be held three (3) times a year (April, August and December) on a designated night.
- b) A specially called business meeting may be held to consider special matters of significant nature. The meeting must be called by the Moderator. A minimum of one (1) week's notice must be given for the specially called business meetings. No other business can be transacted except that for which the meeting was called.
- c) A quorum for regular or special business meetings shall consist of thirty (30) members. This definition of a quorum is not applicable to the calling or termination of the office of Senior Pastor.

## **Section 5. Parliamentary Rules**

“Robert's Rules of Order Revised” is adopted as the guide for parliamentary rules of procedure for all business meetings of the Church, and its various ministries. (In the order of priority as stated below.)

The order of priority for business meeting rules (Church Council and/or Church Conference) are as follows:

1. Church Covenant
2. Church Constitution and By-Laws
3. Robert's Rule of Order, Revised

## **Article XIII -- Church Year**

The fiscal year of the Church shall be the calendar year.

## **Article XIV. Revision of By-Laws**

The Church reserves the right to revise these by-laws, as it deems necessary. These By-Laws may be amended at any regular business meeting of the Church, provided such amendments shall have been presented in writing at the last regular meeting, and copies of the proposed amendments made available to the membership. Amendments to the by-laws shall be by a majority vote of the members present.