

MACEDONIA BAPTIST CHURCH BY-LAWS

ARTICLE I. NAME

The name of this organization shall be MACEDONIA BAPTIST CHURCH, being incorporated as Macedonia Baptist Church of Raleigh, Inc.

ARTICLE II. STATEMENT OF BASIC BELIEFS

This Church subscribes to the doctrinal convictions presented in the Macedonia Baptist Statement of Faith. The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source and basis for all that we believe. The purpose of the church's Statement of Faith is to set forth certain teachings which we believe and which guide the living out of our faith in Jesus Christ. As a "congregational" church, the government of Macedonia Baptist Church is vested in the body of believers who compose it. Therefore, all matters of faith, doctrine, practice, policy, and discipline ultimately rests in the final authority of the members of the church and are formally agreed upon and approved through democratic processes within the context of church business meetings. Through formal approval, the members of the church entrust and authorize the pastor in consultation with the Church Council to serve as the interpretive authority on the meaning and application of the Bible and the Macedonia Baptist Statement of Faith.

ARTICLE III. CHURCH COVENANT

- To lead unsaved people to Christ.
- To nurture Christian growth within and beyond our Church family.
- To promote the worship of our Lord through the study of the Holy Bible.
- To bear witness and implement the Great Commission of Jesus Christ in our daily lives and communities.
- To heal the broken, restore the downtrodden, and give of ourselves and our resources to serve others in Jesus' name.

ARTICLE IV. TERMS OF MEMBERSHIP

Section I. Members

Those applying for membership shall be received by vote of the congregation at the regular worship services. Methods of admission shall be as follows:

- a. A public profession of faith in the Lord Jesus Christ as personal Savior and baptism by immersion in water; or
- b. Transfer of letter from any other Baptist Church; or
- c. Statement of faith in the Lord Jesus Christ as personal Savior with prior believer's baptism.

Section 2. Responsibilities of Members

- a. Subscribe to the tenets of our Church covenant.
- b. Insofar as possible, attend scheduled services and business meetings of the Church.
- c. Share in the organized work of this Church.
- d. Give financial support to this Church in proportion to the blessings received from the Lord.

Section 3. Termination of Membership/Inactive Status

- a. Death
- b. Member transfers his/her letter to another Baptist Church.
- c. The Church Clerk is notified of the member joining another Church.
- d. Transferring to or from the inactive member list by evidence of inactivity or personal request. Members who have not attended or otherwise supported the activities of this Church for a period of one year will be placed on an inactive list. This action shall be effected by a procedure administered by the Diaconate.

ARTICLE V. MEETINGS

Section 1. Worship Services

The regular worship services of the Church shall be held on Sunday mornings and Wednesday evenings unless otherwise agreed upon by the Pastor and the Diaconate. The Lord's Supper shall be observed at such times as the Pastor and Diaconate may direct.

Section 2. Business Meetings

- a. Regular business meetings (called Church Conferences) will be held in January, April, July and October of each year. At least one week's notice shall be given for all regular business meetings.
- b. Special business meetings may be called by the Pastor, the Chairperson of the Diaconate, Chairperson of Finance Ministry Team or by the Church Clerk upon written request of any three Church officers and/or any three Ministry Team chairpersons. Notice must be given of such a special meeting at least three days prior to the meeting by way of announcement from the pulpit during Sunday morning worship. The announcement shall state the purpose for which the meeting is called, and no business shall be transacted except that for which the meeting is called.
- c. A quorum for the transaction of business at any regular or special business meeting shall consist of 20% of the total active members to be determined by the Church Clerk at the beginning of any called business or regular meeting.
- d. The Moderator shall preside over all regular and special business meetings.
- e. The Church Clerk shall keep minutes of each business meeting and shall record the approximate number present, whether a quorum was present and what actions were taken by the Church.
- f. Parliamentary procedure shall follow Robert's Rules of Order.

- g. All actions shall be by majority vote of the members present, unless expressly provided for elsewhere in these by-laws. Written ballots may be requested for any voting matter if supported by two thirds majority of those present.
- h. Absentee written ballots may be used for any personnel or major item of business if noted in conference. (See article X, section 2).

ARTICLE VI. CHURCH STAFF

Section 1. Pastor

- a. **Qualifications**
The Pastor shall be an ordained formally trained minister or a candidate for ordination by the Church.
- b. **Call/Termination**
The pastor shall be called by the Church to serve for an indefinite period terminable by the Pastor or by vote of the Church. Election or termination of the call requires an affirmative vote by written ballot of 80% of the members present at a meeting called for that purpose, notice of which shall be given at the regular Sunday morning worship service on at least two Sundays immediately preceding the date of the called meeting.
- c. **Duties**
As a Minister of the Gospel of Jesus Christ, the Pastor shall be the spiritual leader of the Church. He shall direct the worship; preach at stated worship services; administer the ordinances; conduct the mid-week prayer/devotional service; visit members, particularly the aged, the sick and the bereaved; conduct personal evangelism; encourage the growth and development of Christian leaders, male and female, to identify and use their spiritual gifts in service to the church and others; and perform such other activities which usually pertain to his office. The Pastor shall shepherd, instruct, exhort, direct, and encourage staff members and lay leaders to function as a team in support of the Lord's work. By virtue of his office, the Pastor shall be an ex-officio member with advisory powers only of all boards, Ministry Teams, and organizations of the Church unless otherwise provided for in these by-laws.

Section 2. Associate Ministers/ Ministerial Staff (Minister of Students, Minister of Music, and Other Associate Ministers when called)

- a. **Call**
The Personnel Ministry Team shall recommend to the Church candidates to fill all Associate Minister positions. The candidate shall be called by three-fourths majority vote at a regular or special business meeting of the Church. The Personnel Ministry Team shall determine qualifications and suitability of candidates before making a recommendation to the Church.
The exact terms of employment shall be determined by the Personnel Ministry Team in concert with the Finance Ministry Team (see section on Personnel Ministry Team responsibilities).

- b. Duties
The duties of all Associate Ministers shall be prescribed in their contracts and/or job descriptions.

- c. Termination
Termination of employment may be initiated by the Associate Minister(s) with a written letter of resignation giving two week's notice or by the church, based upon a recommendation by the Personnel Ministry Team, at a regular or special business meeting by Three-fourths majority vote, giving at least two week's notice. The Church reserves the option to dismiss any employee immediately with two week's severance.

Section 3. Administrative Assistant

- a. Hiring
This position shall be open to any member or non-member of the Church with the exception of ministerial staff members who may not hold the position.

Vacancy in this position shall be filled by the Personnel Ministry Team. Salary, vacation time, other benefits and duties, after conference with the Finance Ministry Team will be presented to the Church in conference with the Personnel Ministry Team's recommendation.

- b. Duties
The duties of the Church Administrative Assistant shall be prescribed in their contract and/or job description (reference Personnel and Finance Ministry Team responsibilities). The Administrative Assistant will work in coordination with the pastor as the leader of the church staff and perform administrative functions for all administrative personnel.

- c. Termination
Termination of employment may be initiated by the Administrative Assistant with a written letter of resignation giving two week's notice or by the Personnel Ministry Team. The Church reserves the option to dismiss any employee immediately with two week's severance.

Section 4. Church Organist/Pianist

- a. Hiring
Vacancy in this position shall be filled by the Personnel Ministry Team. Salary shall be determined by the Personnel Ministry Team.

- b. Duties
The duties of the Church Organist/Pianist shall be prescribed in their contract and or job description (reference Personnel and Finance Ministry Team responsibilities). The

Pastor and the Minister of Music shall direct the activities of the Church Organist/Pianist.

- c. Termination
Termination of employment may be initiated by the Church Organist/Pianist with a written letter of resignation giving two week's notice or by the Personnel Ministry Team. The Church reserves the option to dismiss any employee immediately with two week's severance.

Section 5. Church Custodians

- a. Hiring
Vacancies in this position shall be filled by the Personnel Ministry Team. Salaries shall be determined by the Personnel Ministry Team.
- b. Duties
The duties of the Church Custodian shall be prescribed in their contract and/or job description (reference Personnel and Finance Ministry Team responsibilities). The Pastor is the immediate supervisor of this person.
- c. Termination
Termination of employment may be initiated by the Church Custodian with a written letter of resignation, giving two week's notice or by the Personnel Ministry Team. The Church reserves the option to dismiss any employee immediately with two week's severance.

ARTICLE VII. Officers of the Corporation

Section 1. President

The Chairman of the Diaconate shall serve as President.

- a. Duties
President and the Treasurer shall co-sign all contracts, deeds, notes, mortgages, other formal papers and evidences of indebtedness in conformity with resolutions adopted by the Church in conference.
- b. Term of Office
President shall serve annually concurrent with his/her Deacon chairmanship. It will be the responsibility of the standing President to provide orientation for his/her replacement.

Section 2 Church Clerk and Assistant Church Clerk

a. Duties

To attend all regular and special conferences.

Keep accurate minutes (including a record of the number present, whether a quorum was present and what actions were taken by the Church) at all regular and special Church conferences.

To prepare the annual associational letter and ensure that it is properly transmitted to the associational clerk.

To see that the Church Administrative Assistant keeps and maintains an accurate record of the Church membership (including dates of admission, transfer of membership, death, record of Baptisms, member's address information, etc.)

Ensure that all legal documents are properly filed and recorded.

b. Term of Office

The Clerk and Assistant Clerk shall be elected annually by the Church in its October conference upon recommendation of the Nominating Ministry Team and begin serving January 1st of each year.

It will be the responsibility of the standing Church Clerk and Assistant Church Clerk to provide orientation for his/her replacement.

Section 3. Treasurer

a. Duties

Co-sign (along with the President) all contracts, deeds, notes, mortgages, other formal papers and evidences of indebtedness in conformity with resolutions adopted by the Church in conference. Execute other matters as assigned by the Finance Ministry Team.

Serve as member of but not chair the Finance Ministry Team.

Sign Church-issued checks in accordance with guidelines and procedures established by the Finance Ministry Team.

b. Term of Office

Treasurer shall be elected annually upon recommendation of the Nominating Ministry Team.

It will be the responsibility of the standing Treasurer to provide orientation for his/her replacement.

Section 4. Assistant Treasurer

a. Duties

Shall have the authority to sign checks in accordance with guidelines and procedures established by the Finance Ministry Team.

To perform the duties of the Treasurer's office in the absence of the Treasurer.

b. Term of Office

Shall be elected annually upon recommendation of the Nominating Ministry Team.

It will be the responsibility of the standing Assistant Treasurer to provide orientation for his/her replacement.

Section 5. Moderator/Assistant Moderator

a. Duties

Shall preside over all regular and special business meetings.

May appoint a church member to preside.

b. Term of Office

Shall be elected annually upon recommendation of the Nominating Ministry Team. It will be the responsibility of the standing Moderator to provide orientation for his/her replacement.

An Assistant Moderator shall be named by the Nominating Ministry Team to serve in the absence of the Moderator or at other times the Moderator cannot preside.

ARTICLE VIII. CHURCH ORGANIZATIONS AND OFFICERS

Section 1. The Diaconate

a. Duties

Assist in the Lord's Supper.

Maintain contact and relationship with the assigned flock.

Promote fellowship and goodwill among the Church family.

Provide spiritual leadership.

Assist pastor in recognizing public professions of faith and reception of new members.

Organize and host new member luncheons as needed.

Provide assistance to the pastor in his ministry.

Count votes for Church elections.

In the event the Pastor resigns or becomes incapacitated, the Diaconate will insure that the pulpit is filled by qualified clergy.

b. Term of Office

Shall be elected to serve a term of three years.

Shall not serve consecutive terms and are eligible for re-election after one year.

c. Eligibility

To be eligible to serve as a Deacon, the candidate:

Must be a member of the Church

Must have met the qualifications listed in I Timothy, Chapter 3 and Titus, Chapter 1.

Cannot be a spouse, parent, child, sibling, or in-law of a serving deacon.

d. Nomination and Election

Deacons shall be elected on a yearly cycle and when deemed appropriate and necessary by the Church membership by way of vote in conference.

Deacon Nominations shall be submitted in writing by any member of the Church body. The serving deacons will determine the number of deacons to be elected each year in order to serve the membership and fill any vacancies.

Deacon nominees will be contacted by the Diaconate to determine willingness to serve. Nominees willing to serve will be presented to the Church, in conference for election.

Elections shall be by written ballot with all nominees willing to serve listed. Votes are counted by the Chairman, a deacon designee, and a church member at large. Results will be forwarded to and announced by the moderator immediately following the tally of the votes while in conference.

Duly-elected deacons shall assume office on January 1st.

e. Ordination and Installation

All newly-elected deacons, if not previously ordained, must be ordained within the first two months of their term.

f. Officers

The Chairman of the Diaconate shall be elected annually by the Deacons. The term of Chairman shall not exceed two (2) consecutive years.

An officer shall not be a newly ordained Deacon or serving their first year as Deacon at MBC. For purposes of this subsection a newly-ordained Deacon is one entering the first year of his/her first term ever as Deacon and ordained pursuant to subsection e. Ordination and Installation, of this section.

A Deacon Emeritus shall be any deacon retired from active Deacon participation and may be called upon for service by the church at any time.

Section 2. Sunday School Director

a. Duties

The Sunday School Director shall be responsible for the general oversight of the entire Sunday School.

The Sunday School Director shall recommend an annual budget to the Finance Ministry Team.

The Sunday School Director shall serve as a member of the Nominating Ministry Team.

b. Term of Office

Shall serve a term of one year.

Shall be elected annually by the Church in conference upon recommendation of the Nominating Ministry Team.

Section 3. Director-Women's Ministry

a. Duties

The Director-Women's Ministry, with the support of the Women's Ministry Team, is responsible for planning, organizing, and implementing women's ministry programs. The Director shall ensure that a full and accurate report of women's ministry activities is given, as needed, at regular business meetings of the church. The Director-Women's

Ministries shall serve as the chairperson of the Women's Ministry Team. *[Approved in Church conference on 3/12/2014]*

b. Term of Office

The director shall be nominated annually upon recommendation of the Nominating Ministry Team.

Section 4. Director-Missions

a. Duties

The Director-Missions, with the support of the Missions Ministry Team, is responsible for planning, organizing, and implementing mission activities and projects in support of the Church's Mission and Vision. The director shall see that a full and accurate report of mission activities is given, as needed, at regular business meetings of the Church. The Director-Missions shall serve as chairperson of the Missions Ministry Team. *[Approved in Church conference on 3/12/2014]*

b. Term of Office

The director shall be nominated annually upon recommendation of the Nominating Ministry Team.

Section 5. Church Council

- a. The Church shall have a Church Council composed of the following: Senior Pastor, Chair of Deacons, Chair of Finance, Chair of Personnel, Chair of TCP Council, Director-Missions, Director-Women's Ministry, Chair of Building & Grounds, Chair of Children's Committee, Chair of Youth Committee, and the Sunday School Director.

Each Council member is a voting member. The Senior Pastor shall serve as facilitator/chairperson of the Council, voting only in the event of a tie vote of the other Council members specified above.

A Council member cannot be a spouse, parent, child, sibling, or in-law of another serving Council member. In such case, the ineligible chair shall select a representative for his/her Ministry Team or Committee to serve in his/her place.

- b. The Council shall meet monthly, or as needed, for the purpose of planning, coordinating, guiding, evaluating, and prioritizing the work of the Church, including the following: Oversee the Church's Vision, Mission, Core Values, Strategies, and Action Plans.

Develop and offer recommendations to the Church regarding general ministry, policies and procedures, and planning matters, including the providing of input and guidance to the ministry teams in a timely manner based upon Church priorities and goals.

Provide a forum of communication among Church Staff, Leadership, Ministry Teams, Church organizations, TCP, and church members in general so as to address concerns and issues in a timely manner; develop business meetings agenda with input opportunity from all Church ministerial staff, program organizational leaders, Ministry Team Chairs, officers, etc. for the Church Council meeting the month prior to the quarterly Church business meeting; and ensure Church business meeting minutes and By-laws are accurate, timely, and up-to-date.

Provide fiscal policy guidance to the TCP Council.

Develop, present, and oversee an annual church calendar related to all ministries, functions, and events connected to the church.

Prioritize and update as necessary yearly church plans based upon changing requirements; review and provide guidance on the church budget before it is presented to the church for final approval, ensuring that direction and guidance from the Council have been implemented, consistent with the financial condition of the Church.

- In the event of an emergency situation affecting the normal day-to-day Church operations and requiring expedient funding to resolve the emergency, the Church Council shall, upon coordination with the Finance Ministry Team, and a majority vote of its members, be authorized to expend available church monies, up to \$25,000, to resolve the emergency and allow for continuing normal Church operations. The church shall be apprised of any such expenditures within 10 days of such authorization.

ARTICLE IX. CHURCH MINISTRY TEAMS AND COMMITTEES

Members of the pastoral and ministry staff will serve as ex-officio members of any ministry team that falls under their area of responsibility.

Section 1. Finance Ministry Team

- a. The Church shall have a Finance Ministry Team composed of eight members, consisting of the Church Treasurer, Assistant Church Treasurer, and six other at-large members elected for a three-year term by the church in conference upon the recommendation of the Nominating Ministry Team.

Neither the Church Treasurer nor the Assistant Church Treasurer may serve as Finance Ministry Team Chairperson. There will be six at large members of this Team with two rotating off each year, not to succeed themselves until one year has elapsed. (New members shall be elected in the October quarterly conference. New members will meet with and assist present Ministry Team in setting-up budget for the following year)

- b. The purpose of this Ministry Team is to:

Determine an annual operating budget (having conferred with the Chairperson of each Church Ministry Team concerning the Team's budget needs) and present to the church for approval in a called special business meeting in November.

Direct and recommend appropriate action on all proposed non-budgeted expenditures to the Church.

Hold monthly meetings to review the financial status of the Church, and set spending priorities and advise Ministry Team chairs of any needed spending curtailments/expenditures.

Present a written financial report at the Church quarterly conferences indicating receipts, expenditures, budget amounts, etc.

Be concerned with the general oversight of the Church finances.

Section 2. Building and Grounds Ministry Team

- a. The Church shall have a Building and Grounds Ministry Team composed of a minimum of six members elected for a three-year term by the Church in conference upon the recommendation of the Nominating Ministry Team. Members will serve a term of three years, with one third of the members being elected annually, not to succeed themselves until one year has elapsed. (New members shall be elected in the October quarterly conference. New members will meet with and assist present Ministry Team in turnover).
- b. This Ministry Team shall oversee the care, protection, related expenses and maintenance of all Church owned buildings, grounds, and equipment. The Ministry Team will also study the feasibility of any major upgrades or changes to the facilities, grounds, or equipment and make recommendations to the Church. They will also provide to the Finance Ministry Team a proposed annual budget for their activities.

Section 3. Nominating Ministry Team

- a. The Church shall have a Nominating Ministry Team composed of a minimum of four at large members elected for a two-year term by the Church in conference upon the recommendation of the Nominating Ministry Team and the Sunday School Director. One half of the members will be elected annually, not to succeed themselves until one year has elapsed. (New members shall be elected in the October quarterly conference. New members will meet with and assist present Ministry Team in turnover).

The purpose of this Ministry Team is to recommend to the Church a slate of candidates

for Sunday School class teachers, Wednesday Night Class teachers, Ministry Team and committee members, Women's Mission Director, Men's Mission Director, Church Corporation officers and Sunday School Director.

- b. Extend the call for church service to all candidates after recommendation and approval by church membership.

Section 4. [The Music Ministry Team was eliminated by church vote in the Feb. 5, 2014 Quarterly Business Conference.]

Section 5. Pastor Search Committee

- a. The Pastor Search Committee will be an ad hoc committee, established in the event the pastorate becomes vacant and dissolved once the pastorate is filled.
- b. Church members will nominate persons to serve on the committee on a form provided in the bulletin for two Sundays. The committee will be composed of seven (7) members of the Church. Nominees should be active in Church life and functions and regularly attend worship services, Sunday School, and other Church events. Ideally, the nominees will represent a broad spectrum of the various demographics within the church.
- c. A team of deacons, appointed by the chairman, will contact nominees to determine their willingness and availability to serve.
- d. The Pastor Search Committee will be elected by secret ballot at a previously announced called business meeting to be held at the beginning of a Sunday morning worship service. Each church member can vote for up to seven (7) nominees. A team of deacons will count the votes and the elected committee will be announced at the end of the service.
- e. Upon election the committee will select a chairperson and a secretary and begin the work of seeking a qualified minister to fill the pastorate. Anyone under consideration for the pastorate will be invited, and expected, to lead a Sunday worship service and be available to meet the congregation. Once the committee has selected a candidate they are to recommend to the Church that the candidate be called to fill the pulpit. To carry out its duties the committee will have broad discretionary powers but will coordinate with both Personnel and Finance in matters relating to personnel and financial compensation. Personnel and financial details will be specified in the Pastor Search Committee's call recommendation.
- f. Upon approval of the recommendation by a four/fifths (4/5) majority vote of the Church in conference the Pastor Search Committee shall, by letter, inform the candidate of their selection and request that acceptance, or rejection, be conveyed to the committee no later than two weeks (14 days) from the date of the letter. Failure to receive an answer in the specified time will be considered a rejection of the Church's call to fill the pulpit and serve to void the offer. Upon receipt of the candidate's response, the Chairman of the

Pastor Search Committee shall announce to the Church the candidate's answer. If the candidate accepts the Church's call the Pastor Search Committee will coordinate with the candidate to establish the first date of employment.

- g. If the Church rejects the Pastor Search Committee's recommendation, or if the candidate does not accept the Church's call, the committee will continue to review potential candidates for recommendation to the Church. The Church can dissolve the current Pastor Search Committee and mandate the establishment of a new one by formal motion and majority vote during a called business meeting. Election of a new committee, or replacing members who elect not to serve a second time, will follow the guidelines indicated above.

Section 6. Welcoming Ministry Team

- a. The Church shall have a Welcoming Ministry Team composed of a minimum of six members elected by the Church in conference upon the recommendation of the Nominating Ministry Team. (New members shall be elected in the October quarterly conference). New members will meet with and assist present Ministry Team during a transition period.
- b. The purpose of this Ministry Team is to lead the Church in extending a warm welcome to the guests and members of the Church and to assist other organizations in providing warm fellowship as requested. At least one member will be present prior to Sunday Worship services to greet members and guests as they arrive.

Section 7. Personnel Ministry Team

- a. The Church shall have a Personnel Ministry Team composed of a minimum of six members elected for a three year term by the Church in conference on the recommendation of the Nominating Ministry Team. One third of the members will be elected annually, not to succeed themselves until one year has elapsed. (New members shall be elected in the October quarterly conference. New members will meet with and assist present Ministry Team during a transition period).
- b. The purpose of this Ministry Team is to recommend to the Church all ministerial staff (with the exception of the Pastor) candidates; conduct all hiring and termination procedures concerning all church staff; prepare and update job descriptions of the church staff. This Ministry Team will also recommend new staff positions; recruiting, interviewing, recommending initial staff salaries and annual reviews of salaries to the Finance Ministry Team and initiate performance evaluations when needed.

Section 8. Communications Ministry Team

- a. The Church shall have a Communications Team elected by the Church in conference upon the recommendation of the Nominating Ministry Team. Communication Team members need to have a range of communications experience like high tech and

electronic communications, publications and displays, and media relations. Since this committee requires special knowledge and skills, there will not be a set term for members. The Nominating Ministry Team will review members annually and additional or replacement members may be added when or as needed.

- b. The purpose of the Communications Ministry Team is to provide support to Church staff, committees, and ministries by developing, implementing, and maintaining a dynamic communications system that supports the overall Church mission. The Communications Team will foster communications within and outside of MBC to promote community, ideas, and activities.

This team will address the strategic, as well as, the individual needs of members, staff, and committees in meeting their communication needs through various communication vehicles. This team will manage items including the Church website, social media, signage, advertising, flyers, member communication, etc. *[Amended on 7/27/16]*

Section 9. Youth Ministry Team

- a. The Church shall have a Youth Ministry Team composed of a minimum of six members elected by the Church in conference upon the recommendation of the Nominating Ministry Team. Members will serve staggered two-year terms with one half of the members elected annually. Members may serve consecutive terms with the concurrence of the Nominating Team. New members shall be elected in the October quarterly conference. New members will meet with and assist present Ministry Team during the transition. *[Approved on October 26, 2016]*
- b. The purpose of the Youth Ministry Team is to coordinate all activities and ministries of the various Church organizations as they relate to youth. *(amended April 25, 2012 – grades 6 through 12) [Amended July 30, 2014 – youth]*
Activities planned shall relate to spiritual growth, fellowship and outreach of the youth within the community. The Ministry Team should meet at least once quarterly and is in place to assist the Minister of Youth.

Section 10. Ordinance Ministry Team

- a. The Church shall have an Ordinance Ministry Team composed of a minimum of six members (three women/three men) elected by the Church in conference upon the recommendation of the Nominating Ministry Team. (New members shall be elected in the October quarterly conference). Members are elected for a two-year term and may succeed themselves if nominated by the Nominating Ministry Team. New members will meet with and assist present Ministry Team in turnover.
- b. The purpose of the Ordinance Ministry Team is to:

Assist the Pastor in preparing and administering the ordinance of Baptism.

Ensure that all the necessary baptismal equipment and materials are available prior to

each baptismal service.

Notify candidates well in advance of the established baptismal date.
Meet the candidates at the appointed time and show them to their dressing rooms, answering any questions, and ensuring that each candidate has a robe and towel.

Ensure that the baptismal pool is properly filled with water heated to the correct temperature.

Assist candidates in and out of the pool and to their dressing rooms, remaining in the area until the Pastor and candidates are ready to return to the worship service

Arrange for robes, towels, and other supplies to be prepared for next service.

Be responsible for the preparation and clean up of the Lord's Supper.

Section 11. Kitchen Committee

- a. The Church shall have a Kitchen Committee composed of a minimum of five members elected by the Church in conference upon the recommendation of the Nominating Ministry Team. (New members shall be elected in the October quarterly conference if needed. New members shall meet with and assist present Committee in turnover).
- b. The duties of this Committee shall consist of coordination of the Wednesday Night Dinner to include preparation, serving and clean up.

The Committee shall also be in charge of the management, all equipment, and scheduling pertaining to the kitchen.

Section 12. Hospitality Ministry Team

- a. The Church shall have a Hospitality Ministry Team composed of a minimum of six members elected by the Church in conference upon the recommendation of the Nominating Ministry Team. (New members shall be elected in the October quarterly conference). New members will meet with and assist present Ministry Team in turnover.
- b. The purpose of this Ministry Team is to (1) periodically schedule, prepare, and serve special meals, desserts, etc.; (2) assist the staff and Deacons, as requested, to welcome and serve Church visitors; and (3) lead in planning and conducting Church-wide receptions and fellowship activities.

Section 13. Audit Task Force Committee

- a. The MBC Finance Ministry Team will annually consider and make recommendations in the Budget Proposal if an audit is appropriate for the next year.

- b. The purpose of this Committee is to facilitate and assist the financial audit process, receive and review audit report finding and recommendations, present audit report the Church and recommend action items for the Church implementation.
- c. This Task Force will be temporary in nature and will reconstitute itself for each financial audit. The Committee will expire upon presentation of the audit report and recommended action items to the Church.
- d. The Committee will be composed of the President of the Corporation, who will chair the Committee, Church Treasurer, Chairman of the Finance Ministry Team, Chairman of the TCP Council,
- e. The Committee will work closely with and be supported by the MBC Finance Ministry Team and the TCP Council.
- f. The MBC Finance Ministry Team and TCP Council will be responsible for implementing action items approved by the Church.

Section 14. Missions Ministry Team

- a. The Church shall have a Missions Ministry Team composed of a minimum of five at-large members elected by the Church in conference upon recommendation of the nominating committee. In addition, the Director-Missions shall serve as the chairperson of the Team. Elected members shall serve a term of two years with one-half of the team elected annually. Members can serve consecutive terms if approved by the chair of the Mission Ministry Team and the nominating committee. *[Approved in Church conference on 3/12/2014]*

Elected members shall serve a term of two years with one-half of the team elected annually. Members can serve consecutive terms if approved by the chair of the Mission Ministry Team and the nominating committee.

The Missions Ministry Team shall meet at least quarterly.

- b. Purposes of this ministry team shall be:

Determine and implement a yearly balanced mission calendar of events and projects and secure leadership and support for these events and projects.

Direct, implement and recommend appropriate action on all proposed budget spending, disbursements, and undesignated gifts in the area of missions.

Review, recommend, in initiate and implement all MBC mission activities and projects, which would include mission education, fundraising events, and mission trips.

Review and recommend for approval all long term mission related commitments entered

into on behalf of MBC. A long-term commitment is defined as a commitment exceeding a two-year period or requiring commitment of MBC resources, support and funding beyond that which has been pre-approved by the Missions Ministry Team.

Develop and distribute a written quarterly report of activities, fund raising, collection, and expenditures required.

“The MBC Missions Ministry Team values the opportunity and obligation to share Jesus’ love with others and will endeavor to lead our members to be involved in missions in our community, state, nation and world.”

Section 15. Stewardship Committee

- a. The Church shall have a Stewardship Committee composed of six members elected for two year terms by the church in conference upon the recommendation of the Nominating Ministry Team. Terms for the members should be staggered so that three members rotate off each year. *[Approved on October 26, 2016]*
- b. The objectives of the Stewardship Committee are listed below:
 - a. To pray, guide, educate and lead the members of the church to a deeper understanding of, and commitment to, the biblical principles of stewardship of time, talent, and treasure.
 - b. In cooperation with the Budget and Finance Ministry Team, promote and challenge members to fully support the unified church budget through the giving of their tithes and offerings.
 - c. In cooperation with other ministry teams, encourage all members to use their Spiritual gifts, talents, and time to support and participate in all of the ministries and programs of the church. *[Approved on July 30, 2014]*

Section 16. Benevolence and Memorial Committee

- a. The Church shall have a Benevolence and Memorial Committee composed of a minimum of four members elected by the Church in conference upon recommendation of the Nominating Committee.

The four members will serve a term of two years with no more than two rotating off in a given year. *[Approved October 26, 2016]*

- b. The purpose of this committee as it relates to benevolence requests shall be:

Evaluate requests for financial assistance or other types of benevolence assistance for Church members and individuals who attend on a regular basis, staying within the

allotted funds available and following the established procedures for benevolent disbursements.

Disbursements for financial assistance will not exceed \$500 per family or individual within a twelve month period.

Provide information to those in need as to where they might be able to obtain additional assistance beyond what MBC is able to provide.

Provide financial and Biblical counseling to the requestor in order to address the long term solutions for resolving their needs.

Proper documentation will be maintained for the assistance provided in order to comply with IRS regulations. All documentation will be maintained in the Church office with limited access in order to respect the confidential nature of the assistance.

- c. The purpose of this committee as it relates to memorial gifts shall be:
Upon notification from the Finance Ministry Team that memorial gifts have been received, the committee will, in conjunction with the Finance Ministry Team and in a timely manner, determine the best use of these monies, consistent with Article IX, Section 3 and with the wishes of the surviving family members and then submit the recommendation to the Church during the next business meeting for a vote.

Section 17. Children's Ministry Team

- a. The Church shall have a Children's Ministry Team, which will be composed of a minimum of six members elected by the Church in conference upon the recommendation of the Nominating Ministry Team. Members will serve staggered two-year terms with one half of the members elected annually. Members may serve consecutive terms with the concurrence of the Nominating Team. New members shall be elected in the October quarterly conference. New members will meet with and assist present Ministry Team during the transition. *[Approved on October 26, 2016]*
- b. The purpose of the Children's Ministry Team is to coordinate all activities and ministries of the various Church's organizations as they relate children. Activities planned shall relate to spiritual growth, fellowship and outreach of the children within the community. The Ministry Team shall meet at least once quarterly and is in place to assist the Minister of Children (when one is employed); otherwise they will serve in a leadership role for children's activities. *[Approved on July 25, 2012 and Amended on July 30, 2014]*

Section 18. Women's Ministry Team

The mission of the Women's Ministry Team is to plan, organize, and implement programs to support the women of the church by helping them to grow personally closer to the Lord through studying His word and through fellowship with other women. Such programs should recognize that:

- Bible and discipleship studies that contribute to each woman's spiritual growth enhance their relationships with their family and the church.
- Fellowship with one another calls for an understanding of how Christians should relate to each other.
- Service through the church gives women the opportunity to identify and use their spiritual gifts to meet needs of individuals in the church and community.
- Involvement in missions through study, prayer, financial support, and short or long term mission projects is important to the growth of God's kingdom.
- Women's ministries should always seek to involve women in such a way that all might grow toward maturity in Christ and find their places in extending God's kingdom.

The Women's Ministry Team shall consist of up to 6 women, elected annually upon recommendation of the Nominating Ministry Team. The Director-Women's Ministries shall serve as chairperson of the Team. *[Approved in Church conference on 3/12/2014]*

ARTICLE X. CHURCH FINANCE

Section 1. Unified Budget

- a. It shall be the policy of the Church that all monies received shall be deposited in the Church treasury and be expended by the Church Treasurer under direction of the Finance Ministry Team, in accordance with the provisions of the Unified Budget.

The Unified Budget shall:

Be prepared annually by the Finance Ministry Team.

Contains an estimate by source of the prospective receipts of the Church for the coming year;

Contain in detail an appointment of the prospective receipts to the various organizations, functions, and needs of the Church. These various appointments shall be arrived at after consultation with the Pastor and leaders of the various Church organizations respecting their budgetary requirements;

Be submitted to the Church by the Finance Ministry Team Chairperson at a called business session in November.

Section 2. Stewardship

The Church shall place emphasis through its instruction and other means on the Biblical plan of stewardship through tithes and offerings, as being the accepted means of support of this Church. Each member should be acquainted with the needs of the Church.

Section 3. Gifts to the Church

- a. Prior to acceptance by the Church of gifts through such means as wills, inheritances, estates and donations, either monetary or property, the Finance Ministry Team will conduct an extensive review to include:

Conformity with Federal and State laws.

Conformity with the Church's by-laws.

Spiritual soundness and conformance with Church biblical beliefs.

Conditions and stipulations under which the gift is tendered.

Consideration for endowment purposes and use for Church growth.

Outstanding donor financial pledges or other commitments to the Church.

- b. Upon completion of the review, the Finance Ministry Team will make an appropriate recommendation to the Church. If the Church finds the gift unacceptable, it shall be returned to the donor or donor's estate. Acceptable monetary gifts shall be deposited in the Church account and maintained either in the general church funds or a separate account as dictated by the donor.

Section 4. Miscellaneous

- a. All receipts shall be recorded by source in the Treasurer's Books of Accounts.
- b. All Church organizations, functions and monetary requirements shall be met through expenditures from the Church Treasury as provided for in the Unified Budget.
- c. A written financial review may be called by the Finance Ministry Team of the Treasurer's Books of Accounts and a written report of the results shall be made available to the Church and turned over to the Church Clerk for permanent file.
- d. No contract that is not authorized by the budget shall be made, except by action of the Church in council. Church real and personal property may be sold, leased, or

encumbered only upon express authority by the Church. Similarly, the purchase of land or buildings and the construction of buildings may not be contracted for unless authorized by the Church.

- e. Special offerings and any fund-raisers will not be conducted without prior approval by the Finance Ministry Team. In those instances deemed more appropriate, the Finance Ministry Team will obtain Church approval.

ARTICLE XI. GENERAL

Section 1. Supremacy of the Church

- a. All boards, officers, Ministry Teams, organizations, and societies of the Church shall be subordinate to the Church. The Church shall be supreme authority on all questions and its conclusions shall be decisive.
- b. Any member wishing to form a new organization, an ad hoc committee or society in the Church shall place the plans before the Church body for approval.

Section 2. Absentee Voting

- a. Any member of the Church, having an interest in a topic, subject matter, or item of business which is to be presented at a regularly-scheduled (or special) Church business meeting, but is physically absent from the immediate church field by reason of attending school, business, or other just cause, may vote by absentee ballot when the following conditions are met:
The member must be on the active member list.

If the foregoing condition is met, the member must request an absentee ballot from the Church Clerk or give the Church Clerk, in writing, his/her proxy with the instructions as to how the vote is to be registered.

This absentee ballot will not count quantitatively towards establishing a quorum. If the requirements for a quorum are not satisfied as set forth elsewhere in the by-laws, the absentee ballot will not count until presented at a business meeting where a quorum is present, and the subject matter for which the vote is intended is presented for vote.

Section 3. Ministry Team and Committee Service Requirements

Active Church Members requesting or being asked to serve on a Ministry Team or Committee (standing or ad hoc) will be considered based upon the following Christ-like characteristics:

- a. Demonstrates qualifications per Titus 1:7-8. To be entrusted with God's work, "he/she must be blameless – not overbearing, not quick-tempered, not given to drunkenness, not

violent, not pursuing dishonest gain. Rather, he/she must be hospitable, one who loves what is good, who is self-controlled, upright, holy, and disciplined.”

- b. Cooperate and work with team/committee members in meeting the church requirements of the team/committee.
- c. Put the requirements of the team/committee and goals of the church before any personal agenda.
- d. Attend the regularly scheduled or specially called ministry team/committee meetings in order to meet the church’s requirements of the team/committee.

Any Ministry Team/Committee member failing to meet any of the above service characteristics may be removed from the Ministry Team/Committee under the following process:

- a. The Ministry Team/Committee Chair will provide individual counseling on the disruptive and uncooperative behavior of the member in an attempt for resolution.
- b. If that fails, the chair of the involved Ministry Team/Committee, Pastor, Chairman of Deacons, and Nominating Ministry Team Chair will meet within ten (10) days with the member in an attempt for resolution.
- c. If that fails, the member will be removed immediately from the Ministry Team/Committee by majority agreement of the Chair of the involved Ministry Team/Committee, Pastor, Chairman of Deacons, and Nominating Ministry Team Chair. If so removed, that member will not be eligible to serve on that Ministry Team/Committee until one year has elapsed.

ARTICLE XII. The Children’s Place Council

Establish the Prominence and Place of The Children’s Place Council, emphasizing management, oversight and guidance to the Ministry and Mission of TCP. The Council will report to the church in regular business sessions providing finance and other ministry updates as needed. Members of TCP Council will consist of the following:

Finance Ministry Team Representative	(1 yr. Rotation)
Personnel Team Representative	(1 yr. Rotation)
Buildings and Grounds Representative	(1 yr. Rotation)
TCP Parent Teacher Organization President	(1 yr. Rotation)
Member at Large	(3 yr. Rotation)
Member at Large	(3 yr. Rotation)
Member at Large	(3 yr. Rotation)
Member at Large	(3 yr. Rotation)
Member at Large	(3 yr. Rotation)
Member at Large	(3 yr. Rotation)
TCP Director (advisory member)	

The TCP Council Chairperson will be chosen from the existing members after having served at least one year on the Council. The Chairperson position would then be the remainder of their term.

The Children's Place Council will serve under the following Framework/Job Description:

Review, recommend and approve changes/edits/updates to the Personnel Manual, Operations Manual and Parent Handbook (including decisions related to annual calendar).

Assist with the preparation and approve the annual budget.

Conduct meetings every month, expanding the council with teacher representatives when appropriate.

Provide monthly financial reviews to the Finance Team and quarterly reports to the church.

Insure fiscal responsibility to church and all related entities. (i.e. includes audit procedures, obligations to parents, communicating fee increases, etc.)

Interview and select TCP Director, recommending to the MBC Personnel Team and Church

Work with TCP staff to develop and implement process for annual evaluation of TCP Director.

Overview written performance evaluations of TCP staff.

Settle unresolved teacher/staff grievances after 'Personnel Manual Process' has been followed.

Review parent feedback surveys conducted on a periodic basis.

Support the efforts of TCP to reach unchurched families.

Establish and manage a scholarship fund enabling families in need with tuition costs.

Assist in annual recognition and appreciation of TCP staff.

Provide ongoing prayer support and encouragement to the staff.

Ensure effective coordination between the TCP ministry and the regular preschool programs of the church (i.e. Wednesday PM, Sunday School, etc.). Ensure that any conflicts between the TCP and regular church preschool programs are effectively resolved.

The Nominating Team will approve all selections to this Council. This redesign will be effective January 1, 2005.

ARTICLE XIII. ADOPTION/AMENDMENT/VALIDATION

Section 1. By-laws

The by-laws may be amended by an affirmative vote of two-thirds of the members present at any regular or special business meeting of the church, provided such amendment shall have been proposed, submitted, and actually entered into the minutes of a regular or special business meeting held at least one month prior thereto.

**MBC By-Laws
Revision History**

Date	Revision
4/27/11	Numerous revisions and updates based on work of the Transition Team. Revisions excluded Article VIII, Section 17 and Article VII, Section 5
7/27/11	Article VII, Section 5, Church Council revised in its entirety.
4/25/12	Article VIII, Section 9, Youth Ministry Team, revised to reflect that 6 th grade is included in the youth group.
7/25/12	Added charter for Children’s Ministry Team—Article VIII, Section 17. Inadvertently omitted from the 4/27/11 updates.
1/15/14	Revised requirements for deacon officers.
3/12/14	Article VII, Section 3 - Revisions to add Director-Women’s Ministry and a Women’s Ministry Team to the by-laws. Other revisions needed to incorporate these additions. Article VII, Sections 4 & 5 and Article VIII, Section 14 Added charter for Women’s Ministries Team – Article VIII, Section 18
7/30/14	Article VIII, Section 9, Youth Ministry Team, and Section 17, Children’s Ministry Team, revised to give freedom to determine the dividing line between the grades for Children’s & Youth Ministries. Article VIII, Section 15, Stewardship Committee deleted and replaced with revised language. Article VIII, Section 16, Slight revisions to the Benevolence and Memorial committee
9/24/14	Article XI, The Children’s Place, One (1) Member at Large added bringing the total to six; sentence deleted that required Members at Large to take one year off following rotation before serving again.
10/28/15	Statement of Basic Beliefs inserted into the MBC By-laws as Article II causing the original Article II to become Article III and all the following Articles to increase by one number.
7/27/16	Article IX, Section 8, Communications Ministry Team, Deleted the minimum number of members and specified that this team will require members with a range of communications experience/knowledge/skills, Provided a fuller description of the duties and responsibilities of the Team.
10/26/16	Article IX, Section 9, Youth Ministry Team, Members to serve staggered 2-year term, Half of members elected annually, Consecutive terms may be approved by the Nominating Team.
10/26/16	Article IX, Section 15, Stewardship Committee, Number of committee members changed from eight to six, No members appointed from Finance and Mission Teams any longer.
10/26/16	Article IX, Section 16, Benevolence and Memorial Committee, Number of committee members changed from seven to four, All members now elected by church upon recommendation of Nominating Committee.
10/26/16	Article IX, Section 17, Children’s Ministry Team, Members will serve staggered 2-year term, Half of members elected annually, Consecutive terms may be approved by the Nominating Team.

