

PROPOSED Bylaws of  
Valley Baptist Church  
701 B. Street  
Brawley, California 92227

*Believing that we have been called as believers out of this world and into His spiritual service, and receiving the gifts of the Holy Spirit which uniquely qualify each member of the body to serve the church in power, (Romans 12:1-11) we hereby set out to organize Valley Baptist Church to effectively carry out the great commission of our Lord and Savior, Jesus Christ. (Matthew 28:18-20)*

**ARTICLE I Authority and Accountability**

- A. Head of the Church:** The head of this church is the person of Jesus Christ. (Ephesians 1:22,23) It is our covenant that we shall not conduct business or service that contradicts His Holy Word and the statement of faith in our constitution. Cf. Article IX of Constitution.
- B. Pastors:** The pastors of this church shall guide and carry out the leadership as an under-shepherd of the body. (Acts 20:28) They shall preach and teach believing that the Bible is the divinely inspired, inerrant, infallible Word of God and the sole authority of our faith and practice. Pastors are accountable to the membership of this church. Cf. Article V. A. of Constitution. Pastors shall not contradict or violate the constitution and the statement of faith of this church. Pastors shall serve as Ex-Officio members on all committees and ministry teams.
- C. Membership:** The members of this local body of believers are under the authority of Christ and the pastors of this church. (Hebrews 13:17) The membership is mutually accountable to one another. (Matthew 18:15-20; Romans 12:3-5, 9-13) Members shall not violate the constitution of this church.

**ARTICLE II Church Budget**

- A. Preparation:** The budget of VBC will be prepared by the Finance Team prior to the Annual Fiscal Business Meeting held in September.
- B. Adoption:** The proposed annual budget will be presented to the church and will be adopted by a majority of members present and voting at the Annual Fiscal Business Meeting in September.
- C. Alterations:** The budget may be increased, decreased, or changed in designation by majority vote at any business meeting. Prompt communication with the finance

committee, prior to a business meeting is warranted when an increase needs to be considered.

### **ARTICLE III Church Calendar**

- A. Preparation:** The calendar of VBC will be prepared by each ministry leader and/or team meeting in cooperation with the pastor and/or church council.
- B. Adoption:** The proposed calendar will be presented to the church and shall be adopted by a majority vote at a regular business meeting.
- C. Alterations:** The calendar of VBC is subject to change by the will of the Lord and the guidance of the Pastor and or the church. Alterations other than regular worship times will not always be subject to a vote at a meeting. Prompt communication with the congregation, pastor, and effected ministry is warranted when a scheduled event needs to be changed. All calendar additions, deletions and changes must be submitted to the church office for pastoral approval.

### **ARTICLE IV Officers, Ministry Leaders, and Chairpersons**

- A. Conduct:** Officers Ministry leaders, and chair persons are in positions of respect and example. All those elected or appointed must conscientiously endeavor to do the following:
  - 1. All officers and leaders must be church members living in dedication to the Lord.
  - 2. They shall abstain from the use of alcoholic beverages, tobacco, and the abuse of drugs.
  - 3. They shall abstain from worldly practices and amusements that hinder their own spiritual life and testimony.
  - 4. They shall be faithful in personal Bible study and prayer, stewardship responsibilities, and attendance of worship services unless providentially hindered.
  - 5. They shall set the example in all matters of Christian conduct as set forth in, but not limited to, the church covenant.
  - 6. They shall respect and love fellow believers in accordance with N.T. commandments. (Matthew 18:15-20; Romans 12:3-5, 9-13)
- B. Election:** All church officers and ministry leaders shall be elected by a majority vote during a regular or special business meeting.
- C. Termination:** All church officers and ministry leaders can be replaced or removed from service according to the will of the church body, through a majority vote in a regular or special business meeting.

**D. Resignations:** Resignations shall be given to the pastor or member of the Nominating Team. Those resigning shall not call for a vote on that resignation.

**E. Communication:** All church officers, ministry leaders, and committee chairpersons are responsible to effectively communicate their area of service to the Pastor, Church Council, pertinent committees, as well as giving reports at business meetings upon request. They shall have a working grasp of all other ministries, committees, constitutional rules, and bylaws that specifically affect their area of service.

## **Article V            General Officers**

**A. Deacons:** All deacons shall be ordained by this church and carry out their service in accordance with I Tim. 3:8-13 and Article V. B. of the constitution.

1. The deacons will organize the regular care and visitation of widows who are in need. (I Timothy 5:3-16)
2. The deacons will administer the serving of the Lord's Supper and determine with the pastor the times and frequency of this ordinance. (Acts 6:1-7)
3. The deacon's along with the pastor or in absence of a pastor will evaluate and receive the testimony of new believers who are candidates for baptism.
4. The deacons will assist the pastors of this church in administration and leadership so as to maximize the pastor's time of prayer, study, and the preaching of God's Word. (Acts 6:2-4)
5. The deacon board will elect a chairman who will represent the board on the church council and give reports at business meetings.
6. Deacons will serve tenure in accordance with the desire and approval of the pastors, deacon board and the will of the church.
7. The Deacon Board along with the pastor shall serve as the Standing Constitution and Bylaw Committee.

**B. Trustees:** The pastor and deacons shall determine the number of trustees according to the need of the church. Trustees shall be elected by a majority vote in a business meeting. Trustees shall serve as the officers of the corporation at the direction of the pastor and deacons and, when constitutionally necessary, for the congregation. They shall represent the church for purposes of financial and governmental legalities according to the will of the congregation. A deacon may serve as a trustee, but a pastor shall not.

**C. Moderator:** The Senior Pastor shall serve as moderator for all business meetings unless permission is given by him and from the church for a substitute. In the absence of a pastor the chairman of the deacons shall serve as moderator.

All church business shall be moderated in harmony with Article VI of the constitution.

- D. Treasurer:** The treasurer shall be elected at the annual business meeting. He/She is responsible to keep an accurate account of all monetary receipts and disbursements; shall post financial statements monthly and provide them at the regular and annual business meetings. The treasurer will keep records of offerings and donations and provide said records at any time at the request of the contributor. An annual record will be provided to all contributors in person or through mail by February 1<sup>st</sup> of the following year for income tax purposes. The treasurer is to keep private both the amounts and the names of those who contribute to the church. Financial records must be duplicated and kept at two different locations in case of fire or theft. The treasurer is not authorized to sign checks or make monetary withdrawals from church accounts.
- E. Disbursing Officer:** The disbursing officer shall be responsible for the prompt and orderly payment of all salaries, ministry and mission support, and bills of the church. He/she must keep balanced books and communicate with the Pastor, Treasurer, and finance team concerning availability of funds; is authorized to sign checks and carry out bank transactions according to the will of the church; seeks approval from the trustees and the pastor to add others authorized to sign checks. The disbursing officer is a member of the church council and the finance committee and may have an assistant as authorized by church.
- F. Church Clerk:** The clerk shall be elected at the annual election meeting. He/she shall take minutes and preserve records of the business proceedings of the church and shall report the records at the business meetings. The clerk shall also maintain the record of the church membership, adding or deleting the names of members at the direction of the membership, as well as the inactive roll. The clerk shall issue letters of baptisms and dismissals and shall preserve on file all communication and written official reports.

## **ARTICLE VI Ministry Leaders**

Specific job descriptions may be obtained from the nominating team or the church office.

**A. Sunday School Director:**

1. Oversight of the Sunday morning Bible Study program of VBC.
2. Serves on the Church Council and Nominating Team.
3. Works with the pastor and Nominating Team in supplying qualified Bible teachers and workers for all age groups.
4. Responsible for assigning substitute teachers deemed qualified by the church.
5. Orders and distributes Sunday school curriculum to the teachers.
6. Requests and maintains the Sunday school budget.
7. Submits requests for special events in church calendar.
8. Give regular reports at business meetings.

**B. Sunday School Secretary:**

1. Works with the Sunday school Director to organize records of attendance and offerings during the Sunday morning Bible study.
2. Provides quarterly reports of attendance to Director and Pastor.
3. Is not required to serve on church council.

**C. Men's Ministry Director:**

1. Leads VBC in establishing men's ministry and accountability groups.
2. Requests and maintains men's ministry Budget
3. Submits requests for related events in church calendar.
4. Gives reports at church council and business meetings.

**D. Women's Ministry Director:**

1. Leads VBC in all areas regarding women's ministry.
2. Chairs Women's ministry board which oversees leaders, teams and committees under its guidance. Cf. Article VII. K-N. of these Bylaws.
3. Gives reports at church council and business meetings.
4. Serves on Nominating Team.

### **E. Outreach Director:**

1. Directs the outreach program of VBC.
2. Requests and maintains outreach budget.
3. Submits requests for related events in church calendar.
4. Gives reports at church council and business meetings.

### **F. Fellowship Director**

1. Promotes the fellowship and events related of VBC.
2. Requests and maintains fellowship budget.
3. Submits requests for related events in church calendar.
4. Gives reports at church council and business meetings.

### **G. Youth Director:**

1. Oversight of the entire youth ministry program of VBC.
2. Oversight of Sunday school and mid-week bible study groups.
3. Develops youth ministry adult staff.
4. Develops and implement open line of communication between youth staff and parents of youth.
5. Oversight of conferences, camps, mission activities and other youth events.
6. Requests and maintains youth budget.
7. Submits requests for related events in church calendar.
8. Gives reports at church council and business meetings.

### **H. Team Kids (Children's Worship) Director:**

1. Oversees Sunday morning children's worship program.
2. Requests and maintains Team Kid's budget.
3. Submits requests for related events in church calendar.
4. Gives reports at church council and business meetings.

### **I. Awana Commander:**

1. Supervises Awana Children's program.
2. Requests and maintains Awana budget.
3. Submits requests for related events in church calendar.
4. Gives reports at church council and business meetings.

### **J. Puppet Ministry Leader:**

1. Oversees the training, and production of VBC puppet ministry.

2. Requests and maintains puppet ministry budget.
3. Submits requests for related events in church calendar.

**K. Camp Coordinator:**

1. Oversees the VBC youth and children's summer camp program.
2. Secures qualified counselors for camp.
3. Requests and maintains the camp related budgets.
4. Coordinates fund-raising and offerings for camp fund.
5. Provides registration materials and keeps account of registration fund.
6. Submits requests for related events in church calendar.

**L. Vacation Bible School Director:**

1. Leads the summer Vacation Bible School program of VBC.
2. Selects curriculum and theme for VBS.
3. Selects and equips qualified leaders, teachers and workers for VBS.
4. Requests and maintains VBS budget.
5. Submits requests for related events in church calendar.

**M. Librarian:**

1. Promotes and maintains the church library.
2. Assesses the truthfulness and appropriateness of all reading and media material in library.
3. Purchases and catalogues all library materials.
4. Organizes system of accessing and returning all materials in library
5. Requests and maintains library budget.

**N. Special event coordinators:**

1. VBC may authorize the leadership for special events of ministry, fellowship or outreach, and grant the allocation of resources for said functions.
2. Coordinators are to work with the pastor and related officers and committees to effectively carry out their area of service.
3. Recruit qualified workers.
4. Request and maintain special event budget.
5. Submit requests for related events in church calendar.

**ARTICLE VII            MINISTRY TEAMS AND COMMITTEES**

Specific job descriptions may be obtained from the nominating team or the church office.

**A. Church Council:**

1. Unless otherwise determined by vote of the church this Council will have regular members consisting of: Pastor, Chairman of Deacon Board, Sunday School Director, Youth Director, Chairman of Finance Team, Treasurer, Disbursing Officer, Outreach Director, Fellowship Director, Church Clerk, Chairman of Building and Grounds Team, Men's Ministry Director, Women's Ministry Director, Awana Commander, Missions Team Chairman and Nursery Team Chair.
2. Other ministry leaders are welcome to attend, or may be asked to attend to take part in the Council as need be.
3. The primary function of the Council is to recommend to the congregation activities and goals.
4. Report to the Council and Pastor areas related to specific ministry.
5. Receive calendar requests and develop church calendar.

**B. Nominating Team:**

1. Consists of at least 5 members approved by the church.
2. Ex-Officio members in addition shall include the directors of Sunday school, youth ministry, and women's ministry.
3. Prayerfully and privately consider those qualified to serve the church in various capacities. Qualifications to be considered include spiritual gifts, experience, faithfulness to the Lord and VBC, a cooperative spirit and character that is consistent with Article IV. A. of these Bylaws.
4. Oversees the approval system (background check) for children's and youth workers.
5. Responsible for developing and providing job descriptions to those nominated and elected.
6. Responsible to bring to the church body the nominations of all officers, ministry leaders, teachers, and other members according to the structure of the church.
7. Responsible to recommend timely replacements of all positions vacated.

**C. Finance Team:**

1. Consists of at least 5 members approved by the church.
2. Ex-Officio members in addition shall include the treasurer, dispersing officer.
3. Chairperson may not be an Ex-Officio member.

4. Responsible for budget development, recommendation, and administration.
5. Responsible for the education of VBC in the area of stewardship.

**D. Building and Grounds Team:**

1. Consists of at least 5 members approved by the church.
2. Supervision and instruction of church custodian.
3. Cleanliness and attractiveness of church facilities.
4. Repair, maintenance, and replacement of church properties.
5. Security, fire prevention, and safety of church facilities.
6. Requests and administrates budget for Building and Grounds.
7. Chairperson serves on Church Council and makes reports at business meetings.

**E. Personnel Committee:**

1. Consists of 5 members approved by church and including, Chairman of Deacons, and a Trustee.
2. Recommends salary changes for the Senior Pastor to the finance committee.
3. Consults with the Senior Pastor to recommend payroll changes for all other pastors and church employees.
4. Determines special bonuses for pastors and church employees.
5. Works with the Senior Pastor in constructing job descriptions for other pastors and church employees.
6. Conducts evaluations in consultation with the Senior Pastor of all church employees.

**F. Outreach Team:**

1. Consists of at least 5 members chaired by outreach director.
2. Formulates and carries out events, practices, and programs related to evangelism.
3. Serves to motivate and educate congregation in areas of evangelism.
4. Recommends how to promote the ministry of VBC in the community.
5. Request and maintain outreach budget.
6. Submit requests for related events in church calendar.

**G. Missions Team:**

1. Consists of at least 3 members.
2. Evaluation:
  - a. Research and review the missions giving and participation of VBC.

- b. Prayerfully consider God's will for VBC's support of local and global ministries.
  - c. Evaluate doctrinal statement, mission integrity, and productivity of ministry being considered.
  - d. Re-evaluate all of the above on an annual basis.
- 3. Recommend Monthly giving or percentage of annual budget targeted for missions to finance committee and church body. Recommend special missions offerings and fund raisers.
- 4. Encourage and facilitate participation from congregation for mission trips and special projects.
- 5. Interview and recommend members applying for VBC support for mission trips and special projects.
- 6. Education:
  - a. Establish regular communication with missionaries and ministry leaders.
  - b. Keep ministry updates and needs before the congregation.
  - c. Schedule missions conferences and missions reports.
- 7. Submit requests for related events in church calendar.

**H. Counting Committee:**

- 1. Consists of at least 5 members. Treasurers are Ex-Officio members.
- 2. Responsible for the verification of all offerings received by the church.
- 3. Keeps initial record of contributors and amounts given.
- 4. Responsible for the safe keeping and deposit of offerings.
- 5. Funds must be verified with at least one other member present.
- 6. Those related as family may not verify funds at the same time.
- 7. They are to keep confidential both amounts and names of those contributing to the church.

**I. Ushers:**

- 1. Responsible for the greeting and seating of guests.
- 2. Receives offerings and keeps secure until amount is verified.
- 3. Distributes worship materials and publications.
- 4. Is concerned with the safety and comfort of congregation during meetings.

**J. Baptism Team:**

1. Consists of at least 2 male and 2 female members.
2. Assists Baptismal candidates in preparation and conclusion of baptisms.
3. Keeps garments and other baptismal supplies clean and readily available.
4. Requests and maintains budget for baptismal supplies.

**K. Nursery Team:**

1. Serves under the guidance of the Women's Ministry Board.
2. Provides childcare for children from birth to pre-school age.
3. Supervises all paid nursery workers.
4. Organizes volunteer nursery schedule.
5. Keeps facilities and supplies clean and safe.
6. Requests and maintains budget for nursery.

**L. Social Committee:**

1. Serves under the guidance of the Women's Ministry Board.
2. Organizes the service of church fellowships and meals.
3. Maintains kitchen and meal supplies.
4. Submit requests for related events in church calendar.
5. Requests and maintains budget for related events.

**M. Meal Outreach Team:**

1. Serves under the guidance of the Women's Ministry Board.
2. Organizes meal ministry in the event of sickness, and bereavement.
3. Communicates with pastors and deacons to assess need.

**N. Flower and Gift Team:**

1. Serves under the guidance of the Women's Ministry Board.
2. Provides gifts or flowers to encourage members in times of birth, sickness, and bereavement.
3. Communicates with pastors and deacons to assess need.

## **ARTICLE VII. AMMENDMENTS**

These Bylaws may be amended by majority vote at a regular or special business meeting. All amendments must be submitted to the Deacon Board for review not later than 30 days prior to a business meeting for further recommendation to the church.

These By-Laws have been ratified by 2/3 majority vote of the members of Valley Baptist Church on June 10, 2007.

