

CHURCH  
BY-LAWS

BY-LAWS  
DUNKIRK BAPTIST CHURCH

ARTICLE I	Membership
ARTICLE II	Church Officers
ARTICLE III	Church Program Ministries
ARTICLE IV	Church Ministry Teams
ARTICLE V	Committees
ARTICLE VI	Church Council
ARTICLE VII	Church Ordinances
ARTICLE VIII	Ordination & Licensing
ARTICLE IX	Church Meetings
ARTICLE X	Church Finances
ARTICLE XI	Interim Ministerial Staff
ARTICLE XII	Church Operations Manual
ARTICLE XIII	Personnel Policy Manual
ARTICLE XIV	Amendments

**DUNKIRK BAPTIST CHURCH  
BY-LAWS**

**ARTICLE I  
MEMBERSHIP**

**Section A. General**

1. This is a sovereign and democratic Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

2. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

3. The membership of this church shall be composed of persons who have given evidence of regeneration, who have been Baptist by immersion, who have been provided a copy of the Church Covenant and Church Statement of faith and requested to study it, and who have been received by an affirmative vote of the membership in business session.

4. In the event there is any dissent as to the admissibility of any candidate, such dissent shall be referred to the Pastor and Deacon Body for investigation prior to the business session in which the application for membership will be acted upon.

5. Nothing within this article shall preclude the pastor, or other church officer officiating during a public invitation, from calling upon the congregation to express a welcome in receiving a candidate for membership. Such informal welcomes shall not constitute an official decision of the church, but shall serve to express genuine welcome to the candidate.

6. Between the time that a candidate presents themselves for membership and that membership is acted upon by the church in business session, the candidate shall fall under the watchcare of the church and will be welcomed and encouraged to participate in all aspects and activities of church life.

7. In those rare cases where severe physical disabilities or limitations make baptism impossible, the Pastor and Deacons may recommend membership notwithstanding the inability to be baptized.

**Section B. Duties & Responsibilities of Membership**

With church membership also come both general and specific duties and responsibilities. Many of those duties and responsibilities can be found in both the church's Statement of Purpose described in Article II of the Church Constitution and in the Church Covenant described in Article IV of the Church Constitution. Additionally, church members are reminded of the following obligations consistent with their membership:

**1. Attendance**

Church attendance is vital to the spiritual maturity of God's people. We are a worshipping people who gather regularly to worship our God. We are also a people of Christian fellowship who gather regularly to encourage each other in the faith. As a result, we draw closer

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

to our god and enhance our own personal and spiritual growth. Church members are expected to regularly support the services of the church with their attendance.

### **2. Faithfulness**

The Bible is very clear in communication to the Church how important it is to be faithful to one's own personal commitments. Each church member accepts responsibility by committing themselves to accomplishing the purposes of the church and to supporting the ministries of the church. Members are expected to demonstrate faithful service to Christ and to his church.

### **3. Stewardship**

God is the source of all blessing, temporal and spiritual; all that we have and are we owe to him. We are therefore under obligation to serve Him with out time, talents and material possessions, and should recognize all these as entrusted to us to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately and liberally for the advancement of the Kingdom. The Scriptures also call upon the Christian to offer their time and talents in order to advance the Kingdom of God. Church members are expected to respond to both of these callings.

### **4. Unity**

It is extremely important that the church member remain united in Christian unity with other members. The church was established not to bring praise to its membership, but to bring praise to God. For the church to be faithful to God, the members must always work together, never apart, so that the Great Commission can be accomplished. As brothers and sisters in Christ, we cannot allow our personal diversity to divide or separate us. Church members are expected to work together in Christian love always keeping the purpose of the church in front of them.

## **Section C. Admission**

Any person may offer themselves as a candidate for membership in this church. All such candidates shall present themselves during any regular church service and request membership under one of the following methods:

### **1. Profession of Faith**

Any person professing faith in the Lord Jesus Christ as their Lord and Savior and publicly declaring their intention to follow him as His disciple, and requesting baptism may gain membership in this church. Membership will be granted by a majority vote of the church in business session upon completion of the baptism. Membership date shall be the date on which the church membership acts on the application in business session.

### **2. Transfer of Membership**

Members of other Southern Baptist churches may request transfer of their membership to this church. Upon such request, this church will contact their former church and request a letter of transfer. This church reserves the right to proceed with membership under the provisions of subsection 3, "Statement", when the candidate's former church fails to respond to

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

our request for a letter of transfer after thirty days. Upon receipt of such a letter of transfer, membership will be granted by a majority vote of the church in business session. Membership date shall be the date on which the church membership acts on the application in business session.

### **3. Statement**

Any person who gives testimony of their prior Christian experience and saving relationship with Christ may request membership by statement. In such instances where the candidate has not been baptized by immersion, such baptism will be necessary prior to the granting of membership. Should the candidate report prior to baptism by immersion in a church of like faith and order that baptism shall suffice for membership in this church. For the purposes of this section, "like faith and order" shall mean a church holding substantially the same doctrinal beliefs, ordinances and one engaged in the evangelical advancement of the Great Commission. Upon completion of the requirements for membership under this subsection, membership will be granted by a majority vote of the church in business session. Membership date shall be the date on which the church membership acts on the application in business session.

### **Section D. New Member Orientation**

All new members of this church are expected to participate in the church's new member orientation. New member orientation shall be developed and coordinated by the pastor. New member orientation shall include instruction on the history of Baptists, our Church Covenant and our Statement of Faith and other such matters as the pastor determines prudent.

### **Section E. Rights of Members**

1. Every active member, who has reached their sixteenth year of age, is entitled to vote on all matters that are properly placed before the church in business session, provided the active member is present.
2. Every active member of the church, who has reached their eighteenth year of age, is eligible for consideration by the membership as a candidate for elective office. Such eligibility is subject to the qualifications and guidelines set forth by the church for specific offices.

### **Section F. Membership Classification and Status**

#### **1. Residence and Non-Resident Members**

A non-resident member is defined as any member who lives outside a twenty-five mile radius of the church and does not attend or participate in the ministries of the church. All other members shall be classified as resident members. For statistical purposes, only resident members will be reported, unless a separate accounting of resident and non-resident members is requested.

#### **2. Active and Inactive Members**

There shall be two membership classifications within the church: Active and Inactive. All members shall be classified as active members with full membership rights unless reclassified as inactive by church action. Once classified as inactive, a member shall not be entitled to a vote in any business meeting and shall not be entitled to hold any elective or

## DUNKIRK BAPTIST CHURCH BY-LAWS

appointed office or position. Should an inactive member be restored to an active status by church action, that member shall immediately be entitled to all the membership rights of any active member.

It shall be the duty of the deacon body to review the membership rolls on a regular basis and to recommend to the church any membership status change they determine appropriate. In conducting their review, the deacon body will consider the member's demonstrated overall commitment to the church. Faithfulness in attending the services of the church over the preceding six months shall be one of the deciding factors in recommending a membership status change. Deacons shall not make any recommendation for membership status change unless specific action has been taken to contact the member and to encourage them to restore their relationship with the church.

A church member's membership can only be terminated by the guidelines in Section G of this article. However if a church member attends no regular scheduled church service (as defined below) during a concurrent six (6) month period, that person's membership shall be considered for inactive status. At this time, the pastor and/or a deacon shall attempt to make a personal visit inquiring about the member's absence and expressing the church's concern. This visit shall be followed up by a letter stating the church's policy on active and inactive membership. After receiving a letter, if the member does not attend at least four (4) regularly scheduled church services (as defined below) within a two month time period, that member's name shall be presented to the church and a vote shall be taken to move that member to inactive status. A three-fourths (3/4) vote of those active members present and voting shall be required in order to move a membership to inactive status. Inactive membership status does not revoke a person's membership, but it does remove the member from any committee he/she was serving on and the right to vote shall be forfeited.

A member's attendance will be based upon his/her presence at regularly scheduled church services, which include Sunday School, Sunday Morning Worship, Wednesday Evening Bible Study/Prayer Meeting, and any additional services which may be added in the future. Social events are not considered a regularly scheduled church service.

Occasionally, members cannot attend the services of the church for reasons outside their control. In those cases the deacon body shall look to the totality of the member's situation prior to making any recommendation. The following members will be held harmless for their lack of attendance without exception:

1. Members of the United States Armed Forces when assigned outside of the area and when they maintain family ties to this community.
2. Students attending a boarding school or college outside of the area when they maintain family ties to this community.
3. Members who live within this community and because of health issues are unable to attend the services of the church.

The deacon body shall not recommend any membership change to the church unless two-thirds of the deacon body agrees to the recommendation. No membership status change shall take place unless three-fourths of the membership presents and voting in a business meeting approves the change.

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

The church clerk shall maintain a list of all members, active and inactive, indicating their current membership status. Whenever a reporting of church membership is requested, only active members will be reported, unless the requesting organization specifically asks for it to include inactive members.

### **Section G. Termination of Membership**

The church always regrets the loss of a member. At the same time, the church also understands that there are times when the formal covenant relationship with the church must end and the member must terminate their membership. Accordingly, membership shall be terminated by the following methods:

#### **1. Death**

Membership shall terminate upon the death of the church membership. No action by the church is required; however the death will be formally announced in the first business meeting after the death of the member.

#### **2. Personal Request**

Membership shall terminate upon the personal written request of the member. No action by the church is required; however the membership termination will be announced in the first business meeting after the request if received. In the case of such a request from a member under the age of eighteen, the parents of that member will be notified and the matter will be referred to the deacon body for investigation prior to termination of membership and announcement of such in a business meeting.

#### **3. Transfer to another Southern Baptist Church**

Membership will be terminated upon written request of another Southern Baptist Church to transfer the member to their church. Such letters of transfer shall state the status of the member. No action of the church is required; however the transfer will be announced in the first business meeting following the granting of the transfer.

#### **4. Request of a Church other than a Southern Baptist Church**

Membership will be terminated upon written notice of a Christian, evangelical church, other than a Southern Baptist Church, that the member has united with them. Because church transfer letters are not usually granted to such churches, the pastor or his designee will provide an informal letter to the gaining church indicating that the member has been withdrawn from our membership rolls and wishing the former member and their new church well. No action of the church is required; however the withdrawal of the membership will be announced in the first business meeting following the request.

#### **5. Uniting with another Church**

Membership will be terminated when a member unites with another church and that church makes no request of this church regarding membership. Membership shall also be terminated when a member unites or affiliates with a religious sect not requiring formal membership, as we interpret it. Upon accurate knowledge of such a withdrawal of fellowship, the

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

information shall be conveyed to the church in business session and, upon action of the church, the membership terminated. In cases where the information is unclear or disputed, the matter will be referred to the Deacons for investigation and subsequent recommendation to the church.

### **6. Exclusion**

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, members of the church staff and the deacons are available for counsel and guidance.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the matter will be referred to the deacon body who shall have exclusive oversight of the discipline of the church. In all such matters the primary concern and approach will be one of redemption and not punishment. The deacons will be guided by those principles set forth in Matthew 18 and other appropriate scriptures.

In after all reasonable attempts at reconciliation it becomes necessary for the church to take action to exclude a member, such action shall not be in order unless the action originates with the deacons and pastor. When properly presented, an action to exclude will require a three-fourths majority of those members present and voting to declare the member no longer in the membership of this church

### **Section H. Membership Restoration**

Any former member whose membership has been terminated by exclusion may request restoration of their membership. All requests for restoration must be submitted in writing to the deacons who will conduct an investigation and make an appropriate recommendation to the church. When properly presented, an action of restoration will require a three-fourths majority of those members present and voting to declare the former member readmitted to the church.

The church may restore the membership of any previously excluded member only upon evidence of the excluded person's repentance and reformation.

## **ARTICLE II CHURCH OFFICERS**

### **Section A. General**

1. All who serve as officers of this church shall be members of the church and shall have been elected to the position in which they serve.

2. The officers of this church shall be the Senior Pastor, the Associate Pastor, the ministerial staff members, the active members of the deacon body, the Church Moderator, the Church Clerk, the Church Treasurer and the Church Trustees.



# DUNKIRK BAPTIST CHURCH BY-LAWS

## **Section B. Senior Pastor**

### **1. Office Defined**

The Senior Pastor is a key church officer and the leader of the church's pastoral ministries. Consistent with his calling, he shall have general oversight of the church, the church office and the church staff. It is the Senior Pastor who is directly responsible for the welfare of the church and for leading the church to function as a New Testament church. As the "undershepherd" of the church, the Senior Pastor must give spiritual leadership and guidance to all areas of church operations and church life.

### **2. Qualification**

The Senior Pastor shall be a man called of God and dedicated to the ministry of the Lord and Savior, Jesus Christ. He shall be a man of demonstrated spiritual discernment and insight. He shall possess positive leadership characteristics and shall be evangelistic in his preaching and lifestyle. Additionally, the Senior Pastor shall meet the following qualifications:

**a.** The Senior Pastor must be *above reproach*. He shall be one about whom no credible adverse moral criticism can be brought.

**b.** The Senior Pastor must be the *husband of but one wife*. Specifically, the Senior Pastor must recognize and honor the sanctity of the marriage vow. He will practice neither adultery nor plural marriages and be one who encourages sexual faithfulness in marriage. Married or not, the Senior Pastor must be one who is an example of Christian values displayed in his home and a leader who advocates Christian teachings and loving relationships.

**c.** The Senior Pastor must be *temperate, self-controlled and respectable*.

**d.** The Senior Pastor must be *hospitable and able to teach*.

**e.** The Senior Pastor *must not be given to drunkenness, not violent but gentle, not quarrelsome and not a lover of money*.

**f.** The Senior Pastor must *manage his family well and see that his children obey him with proper respect*.

**g.** The Senior Pastor must *not be conceited and must have a good reputation with outsiders*.

**h.** The Senior Pastor must be *one who loves that which is good, who holds to the message as it has been taught by the Scriptures and who encourages others by sound doctrine and who refutes those who oppose such doctrine*.

**i.** The Senior Pastor shall be ordained and in good standing in his local Baptist Association, the State Baptist Convention in which he resides and the Southern Baptist Convention.

**j.** The Senior Pastor shall be sound doctrinally and in agreement with this church's Statement of Faith as recorded in our constitution.

**k.** The Senior Pastor shall hold an advanced degree from a seminary or divinity school associated with the Southern Baptist Convention and/or state convention. A candidate shall be ordained by a Southern Baptist church.

**i.** The Senior Pastor shall be ordained and in good standing in his local Baptist Association, the State Baptist Convention in which he resides and the Southern Baptist Convention. He shall represent Dunkirk Baptist Church as a voting messenger at the Mid-Atlantic Baptist Network and the Southern Baptist Convention and supports, as time allows, the Potomac Baptist Association.

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

### **3. Selection**

The Senior Pastor shall be chosen, elected and called by the general church membership in business session upon presentment of a candidate by the Pastoral Search Committee. The election shall be by ballot and shall take place at a Special Business Meeting called for that purpose. No Senior Pastor shall be called unless an affirmative vote of 75% of the members present and voting is cast for such a call. Special Business Meetings for the purpose of calling a Senior Pastor shall require a 14-day advance notice to all resident members of the church.

### **4. Duties and Responsibilities**

The Senior Pastor is responsible for leading the church to function as a New Testament church. The Senior Pastor will lead the congregation, the organizations and the church staff to perform their tasks. The Senior Pastor as “undershepherd” of the church shall be responsible for giving spiritual leadership and guidance to the church at all times. Additionally, the Senior Pastor shall have the following duties and responsibilities:

**a.** The Senior Pastor will have exclusive responsibility for the proclamation of the Gospel of Jesus Christ at all regular and special services of the church. He shall have the freedom to proclaim the Word of God as he is led by the Holy Spirit.

**b.** The Senior pastor shall be accountable for the development of the Order of Services for all regular and special services. He shall be responsible for planning, coordinating and directing the services of the church.

**c.** The Senior Pastor, in coordination with the active deacons, shall be responsible for securing supply speakers, evangelist for revivals and other special speakers

**d.** The Senior Pastor shall supervise, develop, mentor, and evaluate on an annual basis, the staff of the church in conjunction with the Personnel Team.

**e.** The Senior Pastor shall participate in the screening and hiring of non-ordained staff and callings of ordained staff.

**f.** The Senior Pastor shall serve as an ex-officio member on all committees, ministries, teams, and the Deacon Body.

**g.** The Senior Pastor, in concert with the active deacons, shall be available for crisis situations at any time, (e.g. death, sickness, trauma, or other significant events), demonstrating warmth, openness, and sensitivity to the needs of those involved, providing pastoral care through visitation, counseling and prayer.

**h.** The Senior Pastor leads and provides spiritual guidance to the pastoral staff and lay leaders in teaching children, youth, and adults in the Christian educational programs of the church.

**i.** The Senior Pastor shall provide a Pastor’s Report during each regular business meeting of the church to include updates and key visionary plans for church growth and development

### **5. Termination**

The church always regrets the loss of a Senior Pastor. At the same time, the church also understands that there are times when the formal pastoral relationship must end. Accordingly, the Senior Pastor’s employment relationship with the church shall be terminated by the following methods when necessary:

## DUNKIRK BAPTIST CHURCH BY-LAWS

### a. Resignation

The Senior Pastor may resign his office by giving notice of such intent 30 days prior to the date he intends to vacate the office. While such notice may in an oral form to the congregation, the Senior Pastor shall also be required to provide a written resignation to the deacon body and Personnel Team 30 days prior to leaving office. A decision to vacate the office without a full 30-day notice may be considered if mutually agreed upon by the Senior Pastor and the deacon body.

### b. Exclusion from Office

Should some serious condition exist which would cause the Senior Pastor to become a liability to the general welfare of the church, the matter will be referred to the deacon body who shall have exclusive oversight of pastoral discipline. Following a full investigation by the deacon body into the matter and upon agreement of 75% of the current active deacon body, the deacons may ask the church to declare the Office of Senior Pastor vacant and thereby dismiss the Senior Pastor.

Meetings held for such purpose shall require a 14-day notice to all resident members. The Senior Pastor shall not be permitted to function as Moderator for such meetings, but he shall be allowed to answer the accusations that result in the recommendation.

No exclusion from the Office of Senior Pastor shall take place unless 75% of the current active deacon body recommends such exclusion and unless 75% of the church membership present and voting agrees to the exclusion.

## Section C. Associate Pastor

### 1. Office Defined

The Associate Pastor is a key church officer and integral part of the church's pastoral ministry team. Consistent with his calling, he shall assist the Senior Pastor in maintaining the general welfare of the church and leading the church to function as a New Testament church. In the absence of the Senior Pastor, the Associate Pastor shall assume the responsibilities and duties of the Senior Pastor unless otherwise directed by the church.

### 2. Qualification

The Associate Pastor shall be a man called of God and dedicated to the ministry of the Lord and Savior, Jesus Christ. He shall be a man of demonstrated spiritual discernment and insight. He shall possess positive leadership characteristics and shall be evangelistic in his preaching and lifestyle. The Associate Pastor shall, under the direction of the Senior Pastor, give spiritual leadership and guidance to those areas of church operations and church life that he may be assigned. Additionally, the Associate Pastor shall meet the following qualifications:

a. The Associate Pastor must be *above reproach*. He shall be one about whom no credible adverse moral criticism can be brought.

b. The Associate Pastor must be the *husband of but one wife*. Specifically, the Senior Pastor must recognize and honor the sanctity of the marriage vow. He will practice neither adultery nor plural marriages and be one who encourages sexual faithfulness in marriage.

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

Married or not, the Senior Pastor must be one who is an example of Christian values displayed in his home and a leader who advocates Christian teachings and loving relationships.

- c. The Associate Pastor must be *temperate, self-controlled and respectable.*
- d. The Associate Pastor must be *hospitable and able to teach.*
- e. The Associate Pastor *must not be given to drunkenness, not violent but gentle, not quarrelsome and not a lover of money.*
- f. The Associate Pastor must *manage his family well and see that his children obey him with proper respect.*
- g. The Associate Pastor must *not be conceited and must have a good reputation with outsiders.*
- h. The Associate Pastor must *be one who loves that which is good, who holds to the message as it has been taught by the Scriptures and who encourages others by sound doctrine and who refutes those who oppose such doctrine.*
- i. The Associate Pastor shall be ordained and in good standing in his local Baptist Association, the State Baptist Convention in which he resides and the Southern Baptist Convention.
- j. The Associate Pastor shall be sound doctrinally and in agreement with this church's Statement of Faith as recorded in our constitution.
- k. The Associate Pastor shall hold an undergraduate degree from an accredited college or university.

### **3. Selection**

The Associate Pastor shall be chosen, elected and called by the general church membership in business session upon presentment of a candidate by the Ministerial Search Committee. The election shall be by ballot and shall take place at a Special Business Meeting called for that purpose. No Associate Pastor shall be called unless an affirmative vote of 75% of the members present and voting is cast for such a call. Special Business Meetings for the purpose of calling an Associate Pastor shall require a 14-day advance notice to all resident members of the church. Nothing within this section shall preclude the Senior Pastor from recommending an individual to the Ministerial Search Committee for the Office of Associate Pastor.

### **4. Duties and Responsibilities**

The Associate Pastor shall serve under the general direction and supervision of the Senior Pastor. To that end, the Senior Pastor, with the advice and consent of the deacon body, shall prepare a position description for the Office of Associate Pastor. That position description will provide the Associate Pastor with his general duties and responsibilities within the church. The Associate Pastor shall be provided a copy of his position description. The Senior Pastor and the Associate Pastor will work together to accomplish the purpose of the church.

### **5. Termination**

The church always regrets the loss of an Associate Pastor. At the same time, the church also understands that there are times when the formal pastoral relationship must end. Accordingly, the Associate Pastor's employment relationship with the church shall be terminated in the same manner and methods as that of the Senior Pastor.

## **Section D. Ministerial Staff**

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

Additionally ministerial staff shall be called and employed as the church determines the need for such offices, subject to the requirements of these by-laws. In each case, a position description shall be written when the Personnel Team determines the need for an additional ministerial staff member. The Senior Pastor, with the advice of the Personnel Team and the Deacon Body, shall be responsible for the writing of that position description. Additionally, the Senior Pastor and Ministerial Search Committee will determine qualifications for the additional ministerial staff position, unless those qualifications already exist within the church constitution, by-laws or Personnel Manuel. Those additional ministerial staff members will be recommended to the church b the Ministerial Search Committee in the same manner in which the Senior Pastor and Associate Pastor are recommended. Nothing within this section shall preclude the Senior Pastor form recommending an individual to the Ministerial Selection Committee for that additional ministerial staff member.

### **Section E. Deacons**

#### **1. Office Defined**

Deacons are key church officers and an integral part of the church's pastoral ministries team. To that end, they are partners with the pastor and other church staff members. As befitting any partnership, a spirit of mutual respect, oneness of purpose, and warm bonds of Christian fellowship should exist. Deacons function as servant models within the church and minister to the membership in the furtherance of the church's biblical mission.

#### **2. Deacon Leadership**

Deacons will organize themselves based on the ministry needs of the church. Their leadership, at a minimum, will consist of a Chairman of Deacons, Vice Chairman of Deacons, and a Benevolence Chairman.

**a. Chairman of Deacons:** The Chairman of Deacons will be elected from within the active deacon body and by the active deacon body. The election will take place by secret ballot and the identity of the chairman will be reported to the congregation during the first business meeting following his election. The chairman will preside at the meetings of the deacon's body, but will be more than a presiding officer. He has the privilege of leading the deacons to fulfill their mission as deacons. He will lead the deacons in becoming an effective ministry team and will report regularly to the church on the work of the deacons. In the absence of a pastor, the chairman will provide guidance to the pastoral ministry programs of the church.

**b. Vice Chairman of Deacons:** The Vice Chairman of Deacons will be appointed by the Chairman of Deacons from within the active deacon body. The vice chairman will assist the chairman in fulfilling responsibilities as assigned. In the absence of a specific deacon volunteer, the vice chairman will be responsible for coordinating the preparation of the Lord's Supper elements. In the absence of the chairman, the vice chairman will preside at meetings of the deacon body.

**c. Benevolence Chairman:** The Benevolence Chairman will be chosen from within the deacon body in a manner determined by that body. This chairman will be responsible for leading the deacons in the development and implementation of a benevolence

## DUNKIRK BAPTIST CHURCH BY-LAWS

ministry. That ministry will serve to meet the emergency needs of the membership and of the community in a manner determined by the deacons.

### 3. Qualifications

A deacon shall meet the Biblical qualifications for office given in 1 Timothy 3:8-13 and in Acts 6:1-7. He shall also meet those additional qualifications that the church has included within these by-laws.

**a.** *Christian dedication*—He shall respect the teachings of Christ and will not treat Christ’s teachings lightheartedly or indifferently. The deacon will possess the intention to pursue to the fullest extent all Bible teachings that help develop Christian character.

**b.** *Truthfulness in speech*—He shall be a person whose speech can be trusted to be truthful. He shall not insinuate, exaggerate, or fabricate when speaking. A deacon shall not be known as a gossip or as an individual whose words cannot be counted as truthful. A deacon shall use his tongue to speak for actions and choices that glorify Christ.

**c.** *Disciplined Christian living*.—The deacon will not “indulge in much wine” nor should he “pursue dishonest gain” (1 Tim. 3:8). The deacon will be a person of disciplined Christian living. He will consider all of his actions in light of 1 Corinthians 8:13: “Therefore, if what I eat causes my brother to fall into sin, I will never eat meat again, so that I will not cause him to fall”. The deacon will make his living in a way that honors Christ and shall find fulfillment in using money and material goods in Christian ways.

**d.** *Integrity in Christian conduct*—The deacon will “keep hold of the deep truths of the faith with a clear conscience” (1 Tim. 3:9). The deacon shall be a person whose lifestyle reflects a sincere effort to keep the teachings of Christ. The deacon’s Christian faith must quicken and train his conscience until his conscience becomes the voice of God. At all times, the deacon’s actions, speech, and attitudes will reflect Christ.

**e.** *Proven spiritual maturity*—The deacon will be “tested” (1 Tim. 3:10). The deacon will be a person whose spiritual maturity has been tested or proved. If the deacon is a spiritually mature person, he already will have demonstrated the ability to love the church, the church’s pastor, and the church’s members.

**f.** *Wife worthy of respect*—For a deacon who is married, his wife will be a woman “worthy of respect, not a malicious talker, but temperate and trustworthy in everything” (1 Tim. 3:11). While the wife does not serve as a deacon, she should compliment her husband’s ministry and encourage him in it. The wife of a deacon should give evidence of a growing spiritual life and should demonstrate commitment to a Christian marriage and home.

**g.** *Christian family life*—For those deacons who are married, he will be the “husband of one wife” and will “manage their children and houses well” (1 Tim. 3:12). The deacon will recognize and honor the sanctity of the marriage vow. He will practice neither adultery nor plural marriages and will be one who encourages sexual faithfulness in marriage. Married or not, the deacon will be an example in Christian values displayed in his home and a leader who advocates Christian teachings and loving relationships.

**h.** *Honest report*—A deacon should be a person about whom no adverse moral criticism can be brought. The deacon’s influence in the church requires the deacon to be a person respected by church members.

**i.** *Full of the Holy Spirit*—A deacon should give evidence of being a person who seeks the guidance of the Holy Spirit and who lives in God’s will. He should seek to discover and use his spiritual gifts.

**j.** *Full of wisdom*—A deacon seeks God’s wisdom. He knows that only God’s wisdom will give him the ability to discern right from wrong, to make wise spiritual decisions, and to know what to do and say in difficult situations.

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

**k.** A deacon shall be a male member of the church who has reached at least his 25<sup>th</sup> year of age by the date of his nomination to office.

**l.** A deacon shall have been a Christian for at least three years by the date of his nomination to office.

**m.** A deacon shall have been a member of Dunkirk Baptist Church for at least one year by the date of his nomination to office.

**n.** The church will expect a deacon to have been faithful to his church prior to his nomination and to remain so after his election. To that end, deacons are expected to support the regular services of the church by their attendance.

**o.** A deacon shall systematically bring his offerings to the church as he prospers and as the Holy Scriptures and Holy Spirit provide him leadership.

**p.** A deacon should be able to keep in confidence those things which come to his attention and should not be discussed with others.

### **4. Deacon Selection**

Deacons shall be elected by the general church membership and shall serve on a rotation basis. After serving for three consecutive years, a deacon's service on the active deacon body shall expire. He shall be eligible for reelection to the active deacon body immediately, subject to the requirements of these by-laws. In the case of a deacon being elected to fulfill the unexpired term for which he was elected and will then continue to serve his own three year term. There shall be no obligation to constitute as a deacon, one who has served as a deacon in another church. In those cases where a previously ordained deacon is chosen by this church, his previous ordination by another church of like faith and order shall suffice for this church.

**a.** During the third quarter of each calendar year, the deacon body will meet and determine the number of deacons needed to best accomplish ministry during the upcoming year. That number will not be made public to the congregation, but the congregation will be notified that the deacon body has begun the process of preparing possible nominations for the office of deacon. Members of the church may, at any time during that process, provide written suggestions to the deacon body for their consideration during the process. Those suggestions must be made in writing, signed by the member, and directed to the Chairman of Deacons.

**b.** Following a determination of need, the deacon body will take steps to identify those men who may meet the qualifications enumerated by these by-laws. They will also take steps to determine the willingness to serve of those who may be qualified. Those steps may include the use of a Deacon Qualification Questionnaire, interviews with church members or members of the community who may have knowledge of a man's fitness for office, or other such means as the deacon body may determine.

**c.** Once one or more potential nominees are identified, and after careful and prayerful consideration by the entire deacon body, the Chairman of Deacons will cause a personal interview to take place involving the potential nominee. Present at the interview will be the senior pastor, the deacon body, the potential nominee, and such ministerial staff members as the deacon body may invite to participate. The interview will be chaired by the Chairman of Deacons and will be conducted in a quiet private place where important decisions can be discussed and made. The interviews will be confidential and will be conducted in an informal atmosphere of Christian love.

**d.** During the last business meeting of the year, or at a Special Business Meeting as may be called for that purpose, the deacon body will present to the church those final nominations for the office of deacon. That final list of nominations will be a number equal to or less than the number determined by the deacon body to be necessary to accomplish their ministry. All final nominations will also come with an affirmative majority recommendation of the deacon

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

body. The church will then conduct an election by secret ballot to act on the nominations. Nominees will be elected by a simple majority, but will be required to receive at least fifty percent of the ballots cast to be considered elected to the office of deacon.

**e.** Nominations to the office of deacon are the exclusive responsibility of the deacon body; accordingly, the Church Moderator will not permit nominations from the floor for the office of deacon.

**f.** In those instances where a deacon failed to complete his term of office, for whatever reason, the deacon body may take steps to replace him, notwithstanding the time frames enumerated in this section. In those cases, all other procedures will be followed.

**g.** At no time will the deacon body be required to fill any vacancy or expand the deacon body, unless they determine it prudent and they identify a qualified, willing nominee.

### **5. Duties and Responsibilities**

**a.** The deacons will model their ministry from the appropriate New Testament teachings and will seek to foster a Christian servant relationship with the church.

**b.** The deacons, working in concert with the Senior Pastor, will strive to meet the spiritual needs of the membership. The deacons will do that by proclaiming the gospel, visiting the sick, comforting the bereaved, and praying for the membership.

**c.** The deacons will develop and implement a benevolence ministry. That ministry will serve to meet the emergency needs of the membership and community. To that end, the deacons may work with and through other members of the church to identify and respond to such needs as the deacon body may determine appropriate.

**d.** The deacons will especially seek to know the moral and spiritual struggles of all members and will serve the entire church in relieving, encouraging and disciplining all those in need.

**e.** It shall be the duty of the deacons to assist the Senior Pastor in the spiritual work of the church. They shall provide assistance in the administration of the Church Ordinances. They shall be responsible for the preparation and administration of the Lord's Supper.

**f.** The deacons shall serve as a council of advice for the Senior Pastor and the ministerial staff members, and shall confer with the Senior Pastor in all matters pertaining to the welfare of the church.

**g.** The deacons shall consider and formulate plans with the Senior Pastor and Church Council for the constant efforts and progress of the Church in all matters pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.

**h.** The deacons will be zealous to guard the unity of the Church in bonds of peace.

**i.** The deacons, working in concert with the Senior Pastor, shall have exclusive oversight of the discipline of the church. The deacons will be guided by those principles set forth in Matthew 18 and other appropriate Scriptures. In any event, the primary concern and approach will be one of redemption and not punishment. The deacons will at all times comply with all requirements of these by-laws as they relate to membership and discipline. The deacons having exclusive oversight of the discipline of the church, the Church Moderator will allow no action of church discipline to be introduced unless it originates with the deacons and Senior Pastor.

**j.** The deacons shall be responsible for pulpit supply in the event that the pastor experiences an illness or condition that prevents him from making decisions or responding to his responsibilities.



## **DUNKIRK BAPTIST CHURCH BY-LAWS**

### **Section F. Church Moderator**

The moderator is an important church officer and an integral part in the accomplishment of the purpose of the church. The moderator, the church's presiding officer, shall be recommended to the church on an annual basis by the Ministry Selection Team.

It shall be the duty of the moderator to call the church to order at the appointed time and to preside over all the business sessions of the church. The moderator shall announce the business before the church in its proper order and shall state and put all questions properly brought before the church. The moderator shall preserve order and decorum and shall decide all questions of order, subject to an appeal.

It shall be the duty of the moderator to protect the membership rights and voting rights of all members, subject to the provisions of the constitution and by-laws of the church. The moderator shall maintain impartiality at all times and shall not take part in debate or discussion of motions that come before the church, although the moderator may respond to factual questions that would not compromise that impartiality. In those matters where order or Christian decorum is at issue, the moderator shall be free to respond to the discussion in an attempt to restore that order or Christian decorum. To that end, the moderator will be granted reasonable latitude which shall include, but not be limited to, reminding the church of specific Christian truths or characteristics and temporarily suspending discussion for the purpose of prayer or spiritual counsel from the Senior Pastor or other church officers.

The moderator shall not only be familiar with parliamentary rules, but also should set an example of conformity to such rules. The moderator shall also be familiar with the constitution and by-laws of the church.

The moderator shall not cast a vote unless that vote is by ballot *or* that vote, cast as the moderator intends to cast it, would change the outcome of the question before the church.

In the absence of the moderator, the vice moderator shall preside; or in the absence of both, the church clerk shall call the church to order and preside over the election of a moderator pro tempore. The moderator pro tempore shall hold office until adjournment of the session in which the moderator pro tempore was elected.

### **Section G. Church Clerk**

The church clerk is an important officer of the church and a part of the overall mission of the church. The church clerk, the church's clerical officer, shall be recommended to the church on an annual basis by the Ministry Selection Team.

The church clerk shall be responsible for maintaining suitable records of all official actions of the church taking place during any business session. The church clerk shall also be responsible for maintaining an accounting of the names of all church members, active or inactive, indicating their membership status. The accounting shall include their date and manner of membership admission and their date and manner of membership termination. The clerk shall also maintain a record of all baptisms taking place under the ministry of this church.

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

It shall be the duty of the church clerk to issue letters of membership transfer to other Southern Baptist Churches that make such a request on behalf of one of our members. Such action, in accordance with our By-laws, will not require church action.

The church clerk shall be responsible for preparing the annual church report and for transmitting it to the association in a timely fashion.

The church may delegate some of the clerical duties of the church clerk to the church secretary who will assist the church clerk. In any case, the church clerk will retain responsibility for the supervision of the work product.

### **Section H. Church Treasurer**

The church treasurer is an important officer of the church and a part of the overall mission of the church. The church treasurer, the church's financial officer, shall be recommended to the church on an annual basis by the Ministry Selection Team.

It shall be the duty of the church treasurer to receive, preserve, and disburse the funds of the church. Disbursement of church funds will take place upon receipt of bills, voucher or other evidence approved and signed by the ministry leader responsible for the direction of such ministry funds. Disbursements will follow the budget approved by the church and other such direction that the church may give. The treasurer, a member of the Financial Management Team, shall comply with those procedures and policies that the Financial Management Team enacts for the purpose of insuring a responsible church finance system.

The church treasurer will maintain an itemized account of all receipts and disbursements and shall provide the church a written report of those at each regular business meeting.

At the end of each fiscal year, the church treasurer will reconcile all accounts and deliver those records to the church clerk who shall preserve them as part of the permanent records of the church.

The treasurer's report and records will be audited annually at the expense of the church. The treasurer shall be bonded by an insurance company at the expense of the church.

### **Section I. Church Trustees**

The Church Trustees are key officers of the church and a focal point of the confidence of the membership in their church. The church trustees shall consist of five members recommended to the church by the Ministry Selection Team. They shall be elected to a three-year term and every attempt will be made to have no more than two trustees complete their term in any one year. Trustees completing their term may succeed themselves in office if the church so determines by election. The Trustees will elect a chairman and co-chairman at the beginning of each calendar year.

The office of trustee is called into being by the relationship of the church to the state rather than by any scriptural requirement. Trustees act only at the discretion and specific direction of the church. Trustees serve as the legal representatives of the church in all transactions ordered by the church. Trustees are elected based on the confidence of the church

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

body and both the body and the law demands perfect good faith and integrity of the trustee in the discharge of their obligations.

The trustees shall:

**1.** *Act as legal agents as directed by the church.* Trustees shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of the trustees are required, they shall sign such related legal documents as ordered by the church. They shall have the authority to affix the corporate seal of the church to legal documents when required.

**2.** *Maintain inventory of all legal documents.* Trustees shall maintain all legal documents including, but not limited to, mortgages, loans, property deeds and insurance policies. The trustees shall be provided with a safe deposit box for storage of any documents they determine necessary to maintain. Whenever a document is placed into the church's safe deposit box, a copy of such document will be maintained in the church office.

**3.** *Maintain inventory of all fixed assets valued over \$500.00.* Trustees shall maintain a current inventory of all fixed assets owned by the church where the original value of such assets exceeds \$500.00. Such inventory shall be updated regularly and shall be open to inspection to any church member requesting it. Trustees are encouraged to maintain such an inventory in both written and video format. The original copy of the inventory will be maintained in the church's safe deposit box.

### **ARTICLE III CHURCH PROGRAM MINISTRIES**

#### **Section A. General**

**1.** The church shall maintain, when possible, programs and ministries that compliment and encourage the adopted purpose of the church as stated in the Church Constitution.

**2.** The church shall not be limited to those ministries and programs which are specifically named within these by-laws, but shall determine, subject to the will of the church, those ministries necessary at a given time.

**3.** All ministries of the church shall be subordinate to general church direction and to the direction of the church officers and leaders responsible for them.

#### **Section B. Sunday School**

The Sunday School shall be the basic ministry for the teaching of the Bible. Its tasks shall be to teach biblical revelation, reach people for Christ and church membership, perform the functions of the church within its constituency, and provide and interpret information regarding the work of the church and denomination.

The Sunday School shall be organized by departments and/or classes as may be appropriate and every attempt will be made to provide for all age groups. The Sunday School shall be under the direction of a Sunday School Director who shall be elected on an annual basis by the church. The Sunday School shall utilize those teachers necessary to accomplish their ministry and those teachers shall be elected to their office on an annual basis by the church.

The Sunday School Director shall be a member of the church council.

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

### **Section C. Women's Ministry**

The church shall maintain a women's ministry that will encourage the women of the church to grow in Christlikeness in their daily living. The ministry shall emphasize total commitment of life, personality, and possessions to the lordship of Christ. The ministry shall provide Christian fellowship for the men of the church and will allow a medium for the encouragement and uplifting of each man that the ministry contacts. The ministry will be one that encourages Christian discipleship and supports the purpose of the church.

The men's ministry shall be under the direction of a Men's Ministry Team led by a Team leader. The members of the Men's Ministry Team shall be appointed annually by the Ministry Selection Team. The Team Leader will be nominated annually by the Ministry Selection Team and elected by the church.

The Team Leader of the Men's Ministry Team shall be a member of the church council.

### **Section E. Church Music**

The church shall maintain a Church Music ministry that will be the music education, training, and performance ministry of the church. It shall be responsible for the planning, production and performance of such music that will compliment the worship services of the church. To that end, the Church Music ministry will work closely with the Senior Pastor and other staff members as may be necessary. The Church Music ministry shall teach music, train persons to lead, sing, and play music and provide and interpret information regarding the work of the church and denomination as it related to music.

The Church Music ministry shall be under the direction of the Minister of Music and, in the absence of a Minister of Music, under the direction of the Music Director or Choir Director.

### **Section F. Missions Development Team**

The Missions Development Team shall be the mission education, mission action, and mission support organization of the church. Its tasks shall be to teach missions; engage in mission action and to support worldwide missions through encouraging prayer and giving; and shall provide and interpret information regarding the work of the church and the denomination as it relates to mission efforts.

The Mission Development Team shall be responsible for setting goals and promoting of the annual mission offerings of the church.

The Missions Development Team shall be responsible for annually reviewing the church's support of the Cooperative Program and the Potomac Baptist Association. To that end, the Missions Development Tea shall present to the Financial management Team a budget request annually suggesting the church's financial support of those two efforts during the next year.

**DUNKIRK BAPTIST CHURCH  
BY-LAWS**

The Team Leader of the Missions Development Team shall be a member of the church council.

**Article IV  
Church Ministries**

**Section A. General**

1. The church shall maintain, when possible, such ministries that compliment and encourage the adopted purpose of the church as stated in the Church Constitution.
2. The church shall not be limited to those ministries that are specifically named within these by-laws, but shall determine, subject to the will of the church, those ministries necessary at a given time. New ministries will be introduced to the church at a regular business meeting for consideration and approval.
3. The church ministries included within this Article shall be subordinate to the general church direction and the leaders responsible for them.
- 4: All church ministry candidates shall be church members in good standing as described in Article I, Section B, and page 4 of the By-Laws. Each candidate will be asked to serve on their respective teams by the nominating team. For the regular church year, the nominating committee will present the candidates at the July business meeting. The regular term of service shall begin on the first Sunday in September. If vacancies occur at other times in the year, the nominating team will present the candidates at the next business meeting for approval. Team members will serve a one (1) year term unless otherwise stated in the By-Laws. Members completing their term may succeed themselves in office if the nominating team determines to reappoint them.
5. Each ministry will select their own leader. When the ministry leader's term expires, the outgoing leader will call for a meeting to elect a new team leader. The outgoing leader will not participate in this meeting. Every attempt will be made to have no more than two members rotate off at the completion of their term.
6. All ministries will be represented at the church council by a ministry team leader.

**Section B. Nominating Team**

- 1: The Nominating Team will consist of five (5) members. Each member shall serve a one (1) year term. Every attempt will be made to have no more than two (2) members complete their term in any one (1) year. Members completing their term may succeed themselves in

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

office if the nominating team determines to reappoint them. The team leader will be selected as described in Section A, Church Ministry Teams.

2. The Nominating Team will be responsible for enlisting all volunteer workers. Persons being considered for such positions within the church should first be approved by the Nominating Team prior to being approached for possible service. Candidates will be placed in service in accordance with the requirement of these By-Laws.
3. The nominating team will be responsible for:
  - Providing a copy of the By-Laws to the volunteer outlining ministry responsibilities.
  - Filling positions prior to the term expiration to ensure on-going ministry participation.
  - Keeping updated records of elected volunteer's date of election and term expiration.
  - Filing current copy of this record with the church clerk.

### **Section C. Financial Management Team**

The Financial Management Team is composed of two groups, the Financial Management Team and the Counting Team. The Financial Management Team shall consist of five members. They shall serve a term of two years and every attempt will be made to have no more than two members complete their term in any one year. The members shall be:

1. Church Treasurer
2. Personnel Team Leader
3. Three (3) At –Large Members

The Financial Management Team shall function under the leadership of a team leader elected from the members at large for a two (2) year term.

Stewardship must be understood as an essential aspect of Christian discipleship and responsible Christian living. As stewards we affirm God's ownership over the world and all that is in it. We acknowledge our accountability of Him and accept the responsibility to manage life to the glory of God and the good of others.

The purpose of the Financial Management Team is to develop in church members an understanding of and commitment to Biblical stewardship through a planned, year-round stewardship program. The church's stewardship program will reflect a healthy balance for individual members as stewards and for the congregation's

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

stewardship. To accomplish this purpose the Financial Management Team along with the Pastoral Staff will focus on six (6) important areas:

1. *Stewardship education* – Stewardship education involves using materials, programs, activities, and studies to teach Biblical stewardship.
2. *Mission support* – Mission support helps the church understand and live by its mission in relation to members, the community, and throughout the world.
3. *Budget* – This aspect of stewardship involves developing, promoting and administering a ministries – centered budget as determined by the church. To this end the team shall recommend an annual unified church budget to the congregation in either November or December of each year.
4. *Counting* – The Counting Team shall be responsible for counting, securing, and depositing all offerings in a timely manner. Every reasonable attempt will be made to accomplish all deposits on the same day in which they are received. Funds will never be stored on automobiles or in the homes of church members prior to deposit. A minimum of three members of the Counting Team will be present during the counting and deposit preparation.

The Financial Management Team along with the Counting Team Leader shall be responsible for developing procedures for the counting, securing, and depositing of all offerings.

The Counting Team shall function under the leadership of its Team Leader for a two (2) year term.

5. *Recording* – Weekly contributions will be recorded in a timely manner and an annual contribution statement will be prepared and dispersed.

The Financial Management Team shall function under the leadership of the Ministry Leader.

### **Section D. Property Management Team**

The Property Management Team assists the church in matters related to property administration. Its work includes such areas as maintaining all church properties for ready use and recommending policies regarding use of property. The Property Management Team will function under the leadership of a Team Leader, but may organize themselves in a manner consistent with the mission accomplishment.

**DUNKIRK BAPTIST CHURCH  
BY-LAWS**

**Section E. Youth Ministry Team**

The Youth Ministry Team shall be responsible for providing specific Christian ministry to the youth of the church. To that end, they will constantly seek to understand the ministry needs of our youth. They will be responsible to the church to develop, implement, and evaluate ministry to meet those needs. The Youth Ministry Team shall be evangelistic in the approach to youth ministry and shall seek to disciple those youth that they come into contact with.

The Youth Ministry Team shall function under the leadership of a Ministry Leader, except when the church has called a Youth Pastor, at which time that Youth Pastor shall serve as the Ministry Leader.

**Section F. Senior Adult Ministry Team**

The Senior Adult Ministry Team shall be responsible for providing specific Christian ministry to the senior adults of the church. To that end, they will constantly seek to understand ministry needs of our senior adults. The senior Adult Ministry Team shall be evangelistic in their approach to ministry and shall seek to disciple those senior adults that they come in contact with.

The Senior Adult Ministry Team shall function under the leadership of a Ministry Leader, except when the church has called a Pastor with specific responsibility for the Senior Adults, at which time the Pastor shall serve as the Ministry Leader.

**Section G. Single Adult Ministry Team**

The Single Adult Ministry Team shall be responsible for providing specific Christian ministry to the single adults of the church. To that end, they will constantly seek to understand the ministry needs of our single adults. The Single Adult Ministry Team shall be evangelistic in their approach to ministry and shall seek to disciple those single adults that they come in contact with.

The Single Adult Ministry Team shall function under the leadership of the Ministry Leader.

**Section H. Prayer Ministry Team**

The Prayer Ministry Team shall be responsible in leading the church in the specific ministry of prayer. To that end, they shall be responsible for educating, training and equipping the church to fully appreciate and participate in the ministry of prayer. The Prayer Ministry Team shall maintain such prayer lists and needs that may exist within the church and shall make those needs known to those members who wish to intercede on behalf of their brothers and sisters. When possible, the Prayer Ministry Team shall maintain a “prayer network” for the purpose of communicating the prayer needs of the church between church meetings.



## **DUNKIRK BAPTIST CHURCH BY-LAWS**

The Prayer Ministry Team shall function under the leadership of a Ministry Leader.

### **Section I. Audio/Visual Team**

The Audio/Visual Team shall be responsible for maintaining and operating such audio and video equipment that may be necessary for the church to accomplish its mission. To that end, the Audio/Visual Team will work closely with the Senior Pastor and Church Music Director of Minister of Music to insure that all services of the church are presented in a manner that honors the Lord. The Audio/Visual Team shall be responsible for any video and audio recording of the services of the church and shall make such recordings available to those who desire them.

The Audio/Visual Team shall function under the leadership of a Ministry Leader.

### **Section J. Connection Team**

Members of the Connection Team shall view themselves as “ambassadors” of the church and shall make every attempt to warmly greet all persons arriving for any service or event. Members of the Connection Team are often the first official contact members and guests have upon arriving at church and to that end; they should make every effort to make such contacts warm, inviting, and welcoming.

The Connection Team shall function under the leadership of a Ministry Leader.

#### **1. Greeting Team**

The Greeting Team shall be responsible for providing a warm welcome and informative direction to all guests and members during all services of the church. The Greeting Team will assist the ushers in the distribution of printed materials and bulletins used during church services.

The Greeting Team shall function under the leadership of a Ministry Leader.

#### **2. Ushering Team**

The Ushering Team shall be responsible for providing quality ushering services during all services of the church. Ushers shall be responsible for the comfort of members and guests during the services and shall be responsible for receiving any offerings taken during any services. Ushers shall also be responsible to insure that all bulletins, order of services, or other printed matter necessary for any service is distributed to all members and guests. Members of the Ushering Team shall be attentive to the needs of the Pastor or speaker during all services of the church and shall attempt to assist them where needed.

The Ushering Team shall function under the leadership of a Ministry Leader.

#### **3. Welcome Team**

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

The Welcome Team shall be responsible to assist the Pastoral Staff in meeting guests following worship services, distributing gift boxes, and contacting guests when appropriate.

The Welcome Team shall function under the leadership of a Ministry Leader.

### **Section K. Hospitality Team**

The Hospitality Team shall be responsible for the operation of the church kitchen and for service of food and drink at all church wide social functions and receptions that affect the kitchen facilities. To that end, the Hospitality Team may develop policies and procedures germane to the operation of the church kitchen and its related ministries.

While the Hospitality Team functions generally at church wide social functions, they may, at their own discretion, respond to request from specific ministries for assistance.

The Hospitality Team shall function under the leadership of a Ministry Leader.

### **Section L. Floral and Decorating Team**

The Floral Ministry Team shall be responsible for coordinating all floral decorations and floral tributes placed within the church. They shall provide leadership in the placement of flowers for Sunday services. To that end, they shall encourage the membership in the placement of floral tributes for those Sunday services. They shall maintain a calendar where members may reserve a particular Sunday for particular tributes. They shall prepare and transmit to the church office a modest notice for the church bulletin acknowledging placement of floral tributes.

This ministry shall be responsible for seasonal decorations for the church. The team can be asked to assist other ministry teams for special functions.

The Floral Ministry Team shall function under the leadership of a Ministry Leader.

### **Section M. Publicity Team**

The Publicity Team shall be responsible for promoting and advertising such church wide events that may be necessary. They shall review all printed and promotional materials destined to be disseminated outside of the church prior to their distribution. The pastoral staff should be consulted on all purchased advertising.

Individual ministries and leaders are free to contact the Publicity Team for advice or assistance with any of their promotional needs or questions.

It is the responsibility of the Publicity Team to insure that the church is cast in its best possible light in any printed, promotional or advertising materials.

The Publicity Team shall function under the leadership of a Ministry Leader.

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

### **Section N.     Transportation Team**

The Transportation Team shall serve the various ministries of the church in matters relating to their transportation needs. To that end, they will have the following general responsibilities:

- They will maintain general supervision of the maintenance, scheduling, use and operation of all church owned vehicles.
- They will be responsible for training and approving drivers for all church owned vehicles.
- They will regularly evaluate the transportation needs of the church and make recommendations for changes where necessary.
- They will develop and recommend ministry procedures for the use and operation of all church owned vehicles and shall cause those procedures to be included in the Church Operations Manuel.
- They will develop and recommend ministry procedures for the use and operation of all non-church owned vehicles when used as an official part of a church endorsed ministry and shall cause those procedures to be included in the Church Operations Manuel.

The Transportation Team shall function under the leadership of a Ministry Leader.

### **Section O.     Constitution & By-laws Team**

It shall be the duty of the Constitution & By-laws Team to review the Constitution & By-laws when needed and no less often than bi-annually and to make those recommendations that it determines prudent. To that end, the Constitution & By-laws Team will consult with the Pastoral Staff, the Non-Ministerial Staff, and the members of the Church Council in determining the specific needs of the church.

It shall be the duty of the Constitution & By-laws Team to review any Constitution or By-laws change advanced by an individual member and to advise the church on the prudence of its adoption. To that end, the Constitution & By-laws Team will be required to either endorse or oppose all proposed changes advanced by an individual member. When amendments are proposed to the Constitution and By-laws, the process set forth under Article XIV shall be observed.

The Constitution & By-laws Team may, upon request of the Moderator, serve in an advisory capacity to assist that Moderator on any question regarding the intent of the Constitution & By-laws in a particular area. Such advice shall not be binding on the Moderator or the church and shall only be advisory in nature.

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

The Constitution & By-laws Team shall function under the leadership of a Ministry Leader.

### **Section P. Personnel Team**

The Personnel Team serves the church in matters related to staff employment, personnel administration, determining staff needs, etc. The Personnel Team is responsible for conducting an annual review of all salaries and benefits and recommending to the Financial Management Team the inclusion of those cost items in the annual church budget.

The Personnel Team shall be responsible for developing and maintaining a Personnel Policy Manual. A member of the pastoral staff shall serve as the staff contact and resource person to the Personnel Team in the accomplishment of this duty. Should the church not have a Church Administrator on staff, the Senior Pastor will designate a staff contact and resource person.

The Personnel Team is responsible for determining staff needs of the church. Any church member may approach the Personnel Team Leader and request a review to determine if a perceived staff need is genuine and if moving toward filling that need is prudent at that particular time. The Personnel Team shall conduct such reviews with a high standard of care and shall seek input from the staff and any affected ministries. The Personnel Team shall notify the Senior Pastor whenever they initiate any Staff Need Review. The Personnel Team shall respond to any member making such a request within 60 days. Should any member introduce any action in a business session that could result in adding additional staff members, the moderator will cause the action to be referred to the Personnel Team for review. The introducing member will be informed at that time that the Personnel Team shall respond to them within 60 days.

Should the Personnel Team determine that a staff need is genuine and prudent at a particular time, the Personnel Team shall:

- When the determined need is for a ministerial staff member, the Personnel Team will forward their report to the pastoral staff and church body at a scheduled business meeting for review. At the church's direction, a Ministerial Search Committee will be established.
- When the determined need is for a non-ministerial staff member, the Personnel Team will conduct a personnel search and bring the appropriate recommendation to the church when completed.

The Personnel Team shall function under the leadership of a Ministry Leader.

## **ARTICLE V COMMITTEES**

### **Section A. Ministerial Search Committee**

#### **1. General**

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

The Ministerial Search Committee shall consist of a minimum of seven members and shall include at least two deacons. The membership of the Ministerial Search Committee shall be elected by church action after being nominated by the Deacon Body. No nominations for membership to the Ministerial Search Committee will be accepted from the floor.

It shall be the duty of the Ministerial Search Committee to diligently and prayerfully search for God's man for the ministerial position that has been determined to be vacant. In so doing, the committee must make themselves fully aware of any constitutional requirements or qualifications dictated for the position. The committee must be fully committed to using biblical criteria as they search for God's man.

While not limited to only these duties, the Ministerial Search Committee shall:

- Establish guidelines for the work of the committee.
- Gather information about the churches and community's current and future needs and directions.
- Gather information about prospective candidates who are a likely match for the church.
- Recommend a candidate to the church. Notify candidate of the church's decision.
- Coordinate the candidate's move and settling-in.

### **2. Senior Pastor & Associate Pastor**

When the committee feels it has found God's man for the position of Senior Pastor or Associate Pastor, the resident members of the church shall be notified that a meeting shall be held to consider calling the candidate. Full discussion of that candidate and considerations involved in his call shall occur at a business meeting to be held prior to the formal vote. This meeting shall be announced to the active, resident members by mail at least one week prior to the meeting for discussing the candidate and at all intervening worship services.

Following the business meeting in which the candidate is discussed, the Ministerial Search Committee, should they still be in agreement regarding advancing the candidate's name, shall arrange for the candidate to fill the pulpit and shall request the Moderator to schedule a vote to extend a call to the candidate. The vote to extend a call shall take place at the conclusion of a regular Sunday morning service. A call shall require a three-fourths (3/4) affirmative vote of those members present and voting. Voting shall be by secret ballot. The moderator of that meeting shall appoint three active members to count the ballots and report the outcome. If the date of the vote to call the candidate is announced at the earlier discussion meeting, then no additional notice is necessary to the membership. If the date of the vote to call the candidate is not announced at the earlier discussion meeting, then a one week notice to all active, resident members must be made regarding the date of the vote to call the candidate.

At no time will the Ministerial Search Committee bring more than one nomination at a time before the church. Once a candidate is before the church, no other candidate will be considered until the last candidate is formally notified that he is no longer under consideration.

### **3. Other Ministerial Staff Positions**

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

When the committee feels it has found God's man for other ministerial staff positions, such as Youth Pastor, Minister of Education, Minister of Church Music, Senior Adult Pastor, or any staff position in which ordination is generally desirable, it will follow the same procedures as for the Senior Pastor and Associate Pastor except:

- The candidate will not be invited to fill the pulpit unless the Ministerial Search Committee determines that preaching will be a substantive portion of his ministry.
- The vote to call the candidate will not take place following a Sunday worship service unless the committee makes such a request of the Church Moderator.
- While a discussion meeting will also be scheduled for these other ministerial staff positions, the vote to call will take place at the conclusion of that discussion meeting if it was so indicated on the notice to the membership. If the Ministerial Search Committee fails to indicate that a vote will be taken at the conclusion of the discussion meeting, a second one-week notice will be necessary to the membership regarding the vote to call.
- The Ministerial Search Committee will consult with the Senior Pastor during all phases of the search and subsequent presentment of any candidate for any other ministerial staff position.

At no time will the Ministerial Search Committee bring more than one nomination at a time before the church. Once a candidate is before the church, no other candidate will be considered until the last candidate is formally notified that he is no longer under consideration.

### **Section B. Youth Protection Committee**

The youth protection committee will consist of four members. The nominating team will recommend two members to the church on an annual basis. The senior pastor, or other member of the pastoral staff as determined by the senior pastor, and an active deacon to be assigned by the chairman of deacons will serve as the other two members of the team. The members of the youth protection committee will recommend to the church a chairperson of the youth protection committee.

It shall be the duty and responsibility of the Youth Protection Committee to develop, implement, monitor, and review a church-wide youth protection policy. The purpose of that policy will be to reduce the risk of child physical abuse or child sexual abuse within the church organization. The focus of all such efforts will be the prevention of abuse and the protection of the child. All youth protection policies and procedures will be recommended to the church for approval and subsequently included in the church operations manual.

## **Article VI Church Council**

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

### **Section A. Duties Defined**

The church council will serve as the coordinating body of the church. Its purpose includes planning, calendaring, and promoting the activities of the ministry teams. The church council will meet monthly to communicate the progress of each ministry team.

### **Section B. Relationships**

The success of the church council will be determined largely by its relationships to all of the church's life. Each church council member must keep in mind the total work of the church. They must consider their work from the standpoint of its value to the whole church, not just to their particular area of leadership responsibility. There are many groups in the church with which the church council must maintain a productive relationship.

The church council relates best to the congregation and its organizations in an advisory capacity. The church council makes no decisions for the church unless the church specifically empowers it to do so. The church council should not assume authority over the organizations, teams, and committees of the church. The council studies the total program of the church and makes recommendations to the church and its groups. The church may choose to refer program matters that come to the floor during business meetings to the church council for study and recommendation before taking official action.

Reports are made to the congregation by the council as part of the council's fulfillment of its function as an advisory group. The council does not exist to make decisions for the congregation but to help the congregation to make wise decisions.

### **Section C. Membership**

The members of the church council are but not limited to:

- Pastoral Staff
- Church Clerk
- Spiritual Development Team Leader
- Student Ministry Team Leader
- Facilities Management Team Leader
- Administration Team Leader
- Missions Outreach Team Leader
- Servant- Leadership Team Leader

These Team Leaders are selected by the Nominating Team and elected by the church in a regular business meeting. They shall serve terms of two (2) years. Other

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

church leaders and team or committee leaders, while not members of the council, may meet with the council when items relating to their work are on the agenda or when their specific expertise is needed for the council to complete its work.

The Senior Pastor shall serve as the chairman of the church council. By serving as chairman, he exercises one of the major functions of his ministry, the leadership of the church. His commitment to the growth and health of the church is imperative.

The Church Clerk will serve as the recording secretary for the church council. It shall be that person's responsibility to assist the Senior Pastor in preparing for the council meetings, developing and agenda, notifying council members, etc.

### **ARTICLE VII CHURCH ORDINANCES**

The church shall practice only two ordinances. They shall be the Ordinance of Baptism and the Ordinance of The Lord's Supper.

#### **Section A. Baptism**

The church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord. The following parameters shall apply to the Ordinance of Baptism:

1. Baptism shall be by immersion in water.
2. A member of the pastoral staff, a deacon, or whomever the church shall authorize, shall administer baptism. The deacons shall assist in the preparation for, and the observance of, baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.
4. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastoral staff and/or deacons. If a consistent lack of interest is ascertained on the part of the candidate, he or she shall be deleted from the list of those awaiting baptism.

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

The church shall observe The Ordinance of the Lord's Supper on a regular basis. The Senior Pastor and the Deacon Body shall work together to prepare the schedule for the ordinance.

The church shall practice what is commonly referred to as "open communion" that is, all persons, notwithstanding membership, shall be invited to participate if they are of "like



**DUNKIRK BAPTIST CHURCH  
BY-LAWS**

faith and order". For the purpose of this section, "like faith and order" shall mean a person holding substantially the same doctrinal beliefs and practicing the same ordinances.

The pastoral staff and the Deacon Body shall administer the Lord's Supper. The Deacon Body shall be responsible for making the physical preparations for the ordinance.

**ARTICLE VIII  
ORDINATION & LICENSING**

**Section A. Licensing**

If an individual seeks licensing into the gospel ministry at the hands of this church, the individual must make a written request citing the reasons for his request. The request must be directed to the Senior Pastor with a copy to the Chairman of Deacons.

The Senior Pastor and the Deacon Body will then meet with the individual requesting the licensing and conduct an examination of the individual's request and fitness for licensing. Should three-fourths of those present agree to the licensing, the Chairman of Deacons will, at a regularly scheduled business meeting, move that the church license the individual. Should three-fourths of those present and voting in that business meeting agree, the individual will be licensed to the gospel ministry.

**Section B. Ordination**

If an individual seeks ordination to the gospel ministry at the hands of this church, the individual must make a written request citing the reasons for his request. The request must be directed to the Senior Pastor with a copy to the Chairman of Deacons.

The Senior Pastor and the Deacon Body will then meet with the individual requesting the ordination and conduct an examination of the individual's request and fitness for ordination. Should three-fourths of those present agree to advance the candidate, the Senior Pastor or Chairman of Deacons shall contact the Potomac Baptist Association's Advisory Committee on Credentials and Ordination and request that they cause the candidate to meet with a group of ordained ministers and deacons for the purpose of the candidate's examination. Upon that examination, the Advisory Committee on Credentials and Ordination will report their findings to the Senior Pastor and Chairman of Deacons.

The Senior Pastor and the Deacon Body, upon receipt of the report of the Advisory Committee on Credentials and Ordination will meet and should three-fourths of those present agree to the ordination of the candidate, the Chairman of Deacons, at a regularly scheduled business meeting, move that the church proceed with the ordination of the candidate. Should three-fourths of the membership present and voting at that business meeting agree, the Senior Pastor and the Deacon Body shall schedule and plan a Service of Ordination.

**ARTICLE IX  
CHURCH MEETINGS**

**Section A. Worship Services**

The church shall meet regularly each Sunday morning and at other times as scheduled for the worship of Almighty God. Prayer, praise, preaching, instruction and

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

evangelism shall be among the ingredients of these services. The Senior Pastor shall direct the services of the church. The entire membership will be encouraged to attend and others who may choose to attend will be welcomed.

### **Section B. Special Services**

Revival services and any other church meetings essential to the advancement of the church's purpose shall be scheduled as appropriate.

### **Section C. Regular Business Meetings**

The church shall hold regular business meetings for the purpose of conducting church business and reporting to the membership the state and welfare of the church. Regular business meetings will serve as the venue for receiving the various ministry reports of the church.

The Church Moderator shall recommend a schedule for the regular business meetings for the approaching year each December and shall request the church to adopt the schedule. The church is free to alter the meeting schedule should needs change.

### **Section D. Special Business Meetings**

Occasionally, the church may conduct called business meetings at times and places other than the regular business meeting. These special business meetings are called to conduct business matters of special nature or significance.

Special business meetings are called by the Church Moderator after consultation with the Senior Pastor and the Chairman of Deacons. Should any two of these church officers determine a special business meeting is in order, the church moderator shall cause such a meeting to be scheduled. A one-week notice shall be given to all resident members of any special business meeting called under the authority of this section, unless more notice is required as a result of another section of these by-laws. For the purpose of that notification, a mailing to all resident members including the subject, the date, the time, and place shall be construed to be such notification when it is mailed in a manner that it should arrive in their homes one week prior to the meeting. In lieu of a mailed notification, the moderator may choose to announce the special business meeting at two consecutive regular church meetings. Should this method be used, at least one week will elapse between the second announcement and the special business meeting.

Should a condition of extreme urgency exist that would render such a notice impractical, the moderator may waive the one week notice and schedule a meeting when delaying such a meeting would result in serious damage to the church or its reputation. This waiving of such notice should be used sparingly and shall only be employed when the Church Moderator, Senior Pastor and Chairman of Deacons agree unanimously that such urgency exist.

No notice of any type shall be required when a special business meeting is formally scheduled and ordered as a result of church action during a regular business meeting.

### **Section E. Quorum**

The quorum to conduct business at any regular or special business meeting shall be those members present and voting.

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

### **Section F. Parliamentary Rules and Christian Decorum**

*Robert's Rules of Order, Revised* shall be the authority for parliamentary rules of procedure for all business meetings of the church. In those matters where order or Christian decorum is at issue, the moderator shall be free to respond to the discussion in an attempt to restore that order or Christian decorum. To that end, the moderator will be granted reasonable latitude, which shall include, but not be limited to, reminding the church of specific Christian truths or characteristics. The moderator shall also have authority, should order of Christian decorum become an issue, to unilaterally and temporarily suspend discussion for the purpose of prayer or spiritual counsel from the Senior Pastor or other church officers.

## **ARTICLE X CHURCH FINANCES**

### **Section A. General**

Stewardship must be understood as an essential aspect of Christian discipleship and responsible Christian living. As stewards we affirm God's ownership over the world and all that is in it. We acknowledge our accountability to him and accept the responsibility to manage life to the glory of God and the good of others.

### **Section B. Management**

The management of church finances is a solemn fiduciary responsibility. Those that manage those finances find themselves fully accountable to the church and to Almighty God. They are charged with the safekeeping of those funds and with the distribution of those funds in accordance with the general directions of the church.

The Financial Management Team shall be charged with the overall management of the church finances. They shall develop such policies and procedures, subject to the general oversight of the church, that they determine necessary to meet their management responsibilities.

The Financial Management Team, in meeting their management responsibility, shall promote a "unified" giving approach to church finances. Properly designated gifts shall be used as designated, unless that designation does not compliment the overall will of the church. In those cases, those designated gifts will be used, when possible, in related ministry.

### **Section C. Budget**

The Financial Management Team shall develop, promote and administer a ministries-centered budget. To that end, the team shall recommend an annual unified church budget to the congregation in either November or December of each year. That budget shall serve as the financial plan of the church for the coming year. Ministry leaders, staff and church members responsible for accounts within that budget should operate their respective ministries within those financial limits. Difficulties should be referred to the Financial Management Team for consideration.

It is understood that membership in this church involves financial obligations to support the church and its causes with regular, proportionate gifts.

### **Section D. Accounting Procedures**

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

All funds received for any and all sources shall be deposited into the church accounts and properly recorded in the financial records of the church. Those that have responsibility that involves the actual handling or control of funds shall be bonded, the church paying the bond.

A system of funds management and related procedures shall be the responsibility of the Financial Management Team.

### **Section E. Fiscal Year**

The church fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup> of each calendar year.

## **ARTICLE XI INTERIM MINISTERIAL STAFF**

### **Section A. General**

There may be times in the life of the church where a vacancy exists within the ministerial staff and filling that position on an interim or temporary basis is advised. Should such a need be determined by the Personnel Team, it shall be the duty and responsibility of the Deacon Body to conduct a search and to recommend to the church the calling of an interim ministerial staff member.

### **Section B. Qualifications**

The qualifications for any interim ministerial staff member shall be those already established for the position that he will serve on an interim basis.

### **Section C. Selection**

The Deacon Body shall be responsible for searching for and nominating any interim ministerial staff member. Such staff members will only be called upon an affirmative vote of three-fourths of the membership present and voting in the business session in which they are being considered. No nominations will be accepted from the floor for any interim ministerial staff member. The action to call an Interim Ministerial Staff member may take place during any regular or special business meeting. Notice to the membership to call an Interim Ministerial Staff member shall be 14 days. The notice shall be accomplished by letter to the membership or by announcing the meeting during two consecutive Sunday morning worship services. Calling of an interim ministerial staff member shall require a three-fourths affirmative vote of those members present and voting.

### **Section D. Duties**

The duties of an interim ministerial staff member shall be the duties of the office in which he is serving as interim. The church may redefine some of those duties based on the interim ministerial staff member's availability, abilities, desires or the needs and desires of the church.

### **Section E. Term of Office**

**DUNKIRK BAPTIST CHURCH  
BY-LAWS**

The term of office for an interim ministerial staff member shall generally be six months, but may be extended upon a motion to do so by the Deacon Body. Such motions to extend the term may be made in any regular business meeting, but may only be considered during the last 60 days of the staff member original term. A motion to extend the term of an interim ministerial staff member shall require a majority vote of the members present and voting.

**ARTICLE XII  
CHRUCH OPERATION MANUAL**

The church shall maintain a Church Operations Manual that shall include church policies and procedures and any organization charts that may be helpful in the administration of the church.

The church council shall be responsible for developing and maintaining of the Church Operations Manual and it shall be kept in the church office and made available for use by any member who requests it.

Additions, revisions or deletions of church policies within the Church Operations Manual shall require church approval.

**ARTICLE XIII  
CHRUCH PERSONNEL POLICY MANUAL**

The church shall maintain a Church Personnel Policy Manual that shall apply to all employees of the church. It will be designated to communicate the personnel and employment policies and practices that govern personnel matters within the church. It shall include employee selection and hiring, employee compensation, employee benefits, separation and termination of employment, employee conduct and responsibilities and other employee issues that may be appropriate.

It shall be the duty of the Personnel Team to develop and maintain the Personnel Policy Manual. It shall be available to all members and employees.

The church must approve and adopt the Personnel Policy Manual and all changes to it must be likewise approved and adopted.

**ARTICLE XIV  
AMENDMENTS**

Changes to these by-laws may be made at any regular business meeting or any special business meeting called for that specific purpose provided each proposed amendment shall have been presented in writing at a previous business meeting and copies of the propose amendment shall have been furnished to each member present at the earlier meeting.

## **DUNKIRK BAPTIST CHURCH BY-LAWS**

### **Section A. Notification**

In order to effect any change to these by-laws, all resident members must be made aware of the proposed amendment. That notification may be made by mailing notice of the proposal at least two weeks prior to the meeting in which the amendment will be initially introduced or by announcing the intention to hold such a meeting during two consecutive Sunday morning worship services. Should the announcement method be used, it may take the form of a verbal announcement or written notice in the church bulletin. There must be a two-week period between the notice to the resident membership and the initial presentation of the proposed amendment.

### **Section B. Origin of Amendments**

While amendment proposals to the by-laws normally come from a Constitution and By-laws Team or committee, individual church members are not precluded from offering such proposals when they are in order and in keeping with the provisions of this article. However, when proposals come from any individual or group other than a Constitution and By-laws Team or committee, at least 60 days must elapse between the first business meeting in which the proposal is presented and the meeting in which the proposal is acted upon. This 60-day period is designated to allow the Constitution and By-laws Team to respond to the church in regard to the individual church member's proposal.

### **Section C. Adoption**

Amendments to these by-laws shall take effect only upon concurrence of a majority of the church members present and voting at the business meeting in which it is acted upon.