

DUNKIRK BAPTIST CHURCH  
BYLAWS

APPROVED June 24, 2019 by majority vote at a  
regularly called business meeting.

CONTENTS

1. NAME ..... 3  
2. MEMBERSHIP ..... 3  
3. PAID CHURCH STAFF ..... 4  
4. DEACONS ..... 6  
5. ELECTED OFFICIALS ..... 7  
6. OFFICERS ..... 9  
7. REMOVAL OF AN INDIVIDUAL FROM OFFICE ..... 10  
8. OTHER CHURCH LEADERSHIP ..... 10  
9. CHURCH COUNCIL ..... 11  
10. CHURCH COMMITTEES..... 11  
11. MINISTRIES AND TEAMS..... 13  
12. CHURCH SERVICES ..... 14  
13. ORDINANCES ..... 15  
14. LICENSING AND ORDINATION ..... 16  
15. OPERATING GUIDELINES ..... 16  
16. CHURCH FINANCES ..... 17  
17. DISSOLUTION..... 17  
18. AMENDMENTS..... 18  
19. ADOPTION ..... 18

## 1. NAME

The body is known as Dunkirk Baptist Church. The principal address is 11275 Southern Maryland Blvd., Dunkirk, MD 20754.

## 2. MEMBERSHIP

### 2.1 DEFINITION

A member of the Church is a person who:

- Make a profession of their faith in Jesus Christ as Lord and Savior;
- Are baptized by immersion;
- Agree with the DBC Statement of Faith;
- Complete the Church orientation; and,
- Are affirmed by vote (see Voting section).

### 2.2 STATUS

#### 2.2.1 MEMBERS IN GOOD STANDING

Members in good standing are individuals who actively:

- Attend Sunday Worship as often as they are physically able;
- Give of their time, talents, and finances to the mission and ministry of the Church;
- Seek to deepen their faith through study, prayer, and pursuit as a disciple of Jesus Christ; and,
- Participate in the Church's activities and ministries.

#### 2.2.2 INACTIVE MEMBERS

Inactive members are individuals who:

- Do not maintain "in good standing" status;
- Move and do not request transfer of membership; or,
- Have not, if able, attended Sunday worship, or a church ministry for over 1-year.

Inactive members are still considered members of the Church but are not entitled to the privileges or rights of membership. They may return to "in good standing" status by attending four Sunday worship services in a 2-month period.

### 2.3 PRIVILEGES, RIGHTS AND RESPONSIBILITIES

Privileges of members in good standing include:

- Fully participating in the life and work of the Church;
- Holding elected office;
- Serving as a Sending Messenger to associational, state, and national denominational meetings;
- Serving as a Ministry Director, Ministry Leader, or Team Leader; and,
- Using of the Church facilities for authorized events.

Rights of members in good standing include:

- Having a voice in church matters; and,
- Having a vote in church matters (if over the age of 18).

Responsibilities of membership include:

- Being a godly example to others;
- Protecting the unity of the Church; and,
- Maintaining an "in good standing" status.

### 2.4 CANDIDACY

An individual may become a candidate to join the Church by:

- Making a first-time profession of faith in Jesus Christ and requesting baptism; or,
- Requesting candidacy based on statement of faith and prior baptism.

## DUNKIRK BAPTIST CHURCH BYLAWS

### 2.5 DISCIPLINE

Conflicts, disagreements, and offenses which occur in the Church should be first addressed among the members involved in a private and personal manner. However, if a member engages in sinful behaviors affecting the general welfare of the Church, then Church discipline may be necessary to safeguard the integrity and unity of the Church body.

The goal of Church discipline is to achieve repentance and reconciliation. Based on Matthew 18:15-20, the Church will use the process below:

<b>If a member</b>	<b>Then</b>
Engages in sinful behaviors affecting the body of the Church	Individual Counseling – The Deacon assigned to the member will privately point out the offense.
Does not respond to individual counseling	Group Counseling - Two or more Deacons will privately meet with the individual about the continued offense.
Does not respond to group counseling	Pastoral Counseling – The member is referred to the Senior Pastor for counsel and guidance.
Does not respond to pastoral counsel and guidance	Church Action - The Senior Pastor and Deacon Board will recommend revocation of the individual's membership to the Church.

When the Senior Pastor and Deacons recommend revocation of membership the:

- Senior Pastor and Deacon Board Chairman will provide written notice of the grounds for revocation to the member under discipline;
- Church will receive notice of the recommendation and the actions taken to date; and,
- Church will vote to revoke or retain membership (75% affirmative required to revoke).

If the Church revokes membership the Senior Pastor and Deacon Board Chairman will provide the individual with a membership restoration plan that includes pastoral counsel and guidance.

Restoration of a disciplined individual may occur once they:

- Fulfill the requirements of their membership restoration plan; and,
- Are affirmed by vote (50% affirmative required to restore).

### 2.6 REMOVAL

The Church will remove an individual from membership when they:

- Submit a request in writing;
- Join another church;
- Are revoked due to Church discipline; or,
- Die.

## 3. PAID CHURCH STAFF

### 3.1 DEFINITION

Paid church staff may include the Senior Pastor, Pastors, Ministry Directors, and other staff.

### 3.2 SENIOR PASTOR

#### 3.2.1 OFFICE DEFINED

The Senior Pastor is a member in good standing, church officer, and leader of the Church who oversees the spiritual condition of the Church according to Scripture (Ephesians 4:11-12, 1 Timothy 5:17, Titus 1:9; 1 Peter 5:1-2). The Senior Pastor may participate in meetings of any standing committee, and vote when required.

### 3.2.2 DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Senior Pastor include:

- Shepherding and praying for the flock (Acts 20:28);
- Leading through example (1 Timothy 3:4-5; 5:17);
- Teaching and exhorting (1 Timothy 3:2; Titus 1:9-16; John 21:17);
- Refuting those who contradict truth (Acts 2:17, 28-31, 20:29; 1 Thessalonians 5:12);
- Managing the Church (1 Timothy 5:17); and,
- Praying for the sick (James 5:14-15).

### 3.2.3 QUALIFICATION

The Senior Pastor is a man who:

- Is biblically qualified according to the Scripture;
- Holds an advanced ministerial degree with a school maintaining a cooperative relationship with the Southern Baptist Convention;
- Is ordained as a Pastor by a church affiliated with the Southern Baptist Convention; and,
- Has passed a background check.

### 3.2.4 CALL

During a vacancy, the Church appoints a Pastoral Search Committee to recommend a candidate to serve as Senior Pastor. The committee will recommend one candidate at a time for the Church to consider. The Church will elect a candidate to office by vote then the Deacons will move to install him as Senior Pastor.

### 3.2.5 RESIGNATION

The Senior Pastor may resign at any time by giving 30-day notice in writing to the Deacon Board.

### 3.2.6 REMOVAL FROM OFFICE

The Church is responsible for the dismissal of the Senior Pastor should he not fulfill the responsibilities and/or qualifications of the office. Should such a need arise, the Church will follow the procedures in the section below titled "Removal of an Individual from Office."

### 3.2.7 INTERIM PASTORAL SUPPORT

During a vacancy, the Deacon Board shall supply the pulpit and nominate an Interim Pastor to fill the vacant office of Senior Pastor. The nominee shall meet requirements for office and be affirmed by membership vote; see the "Voting" section below.

## 3.3 OTHER CALLED STAFF

### 3.3.1 DEFINITION

Staff members are full or part-time paid employees of the Church who are under the supervision of the Senior Pastor, e.g., Associate Pastor, Worship Director, Church Custodian, or Church Secretary.

### 3.3.2 ESTABLISHMENT

The Church Council is responsible for monitoring the staffing needs of the Church. If the Church Council identifies the need to establish a new staff position, the following procedures shall apply:

1. The Personnel Committee shall conduct an analysis of the need and create a position description (to include education requirements) based on that analysis.
2. The Finance Committee shall create a fair and reasonable compensation package based on the position description.
3. The Church Council will bring the position description and the compensation budget amount to the Church for vote.

### 3.3.3 SELECTION AND HIRING

The Church will conduct a selection and hiring process for an established position using the following table as general guidance.

## DUNKIRK BAPTIST CHURCH BYLAWS

Criteria/Process	Pastors	Ministry Directors	Other Staff
Must be biblically qualified	Yes	No	No
Must hold a seminary degree preferably from an institution that maintains a cooperative relationship with the Southern Baptist Convention (SBC).	Yes	No	No
Must be ordained by a SBC affiliated church or complete ordination as a condition of employment	Yes	No	No
Must be a member in good standing or become a member in good standing as a condition of employment	Yes	Yes	No
Must pass a background check	Yes	Yes	Yes
Candidate Selection Process	Pastor Search Committee	Personnel Committee	Personnel Committee
Candidate Hiring Authority	Membership vote	Membership vote	Personnel Committee
Dismissal Authority	Removal of an Individual from Office section applies	Removal of an Individual from Office section applies	Personnel Committee

### 4. DEACONS

#### 4.1 OFFICE DEFINED

Deacons are ordained servants of the Church who provide spiritual leadership, care, and support to the Senior Pastor, staff, and members of the Church.

#### 4.2 DUTIES AND RESPONSIBILITIES

Deacon's duties are church-wide, covering areas of need, ministry, discipleship development, and evangelism. Deacons, both individually and as a fellowship, will actively:

- Provide servant leadership to the Church;
- Care for Church members and persons in the community;
- Resolve fellowship problems within the Church; and,
- Assist the Senior Pastor in administering church ordinances.

#### 4.3 QUALIFICATION

In addition to meeting the qualifications to hold office in the Church, all Deacon Candidates will:

- Meet the qualifications of Acts 6:3 and 1 Timothy 3:8-13;
- Be at least 25 years old;
- Pass a background check; and,
- Be a member in good standing for 1-year.

#### 4.4 CALL

The process for calling a Deacon is as follows:

1. Members in good standing nominate an individual as candidate for Deacon.
2. The Deacon Board evaluates the nominee.
3. The nominee meets with a Deacon and Senior Pastor.
4. The Deacon Board interviews the candidate and submits his name to the Church.
5. After a period of observation, the Deacons schedule a vote by the Church.
6. A Deacon Ordination/Installation Service is conducted.

## DUNKIRK BAPTIST CHURCH BYLAWS

### 4.5 TERMS OF SERVICE

Deacons serve as long as they remain a member in good standing.

### 4.6 RESIGNATION

A Deacon may resign at any time by giving notice in writing to the Deacon Board.

### 4.7 REMOVAL OF DEACONS

The Church is responsible for the dismissal of a Deacon if he is not fulfilling the responsibilities and/or qualifications of the office. Should the need arise, the Church shall follow the procedures in the section below titled "Removal of an Individual from Office."

### 4.8 DEACON BOARD

#### 4.8.1 DEFINITION

The Deacon Board is an elected group of Deacons that meets on a regular basis with the Senior Pastor. The Deacon Board should meet at least once a month and is free to organize itself as it deems necessary.

#### 4.8.2 DUTIES AND RESPONSIBILITIES

The Deacon Board's duties and responsibilities include:

- Serving with the Pastors in performing pastoral ministries;
- Organizing, implementing, and sustaining the Deacon Family Ministry;
- Coordinating the ministerial activities of all DBC Deacons;
- Providing active leadership and involvement in discipleship and evangelism efforts;
- Working with the Senior Pastor and Church Council to advance DBC's mission and vision;
- Administering the Church's Benevolence Ministry;
- Providing pulpit supply in the event of pastoral absence or vacancy; and,
- Overseeing Church disciplinary procedures and the removal of an individual from office.

#### 4.8.3 SIZE

The number of Deacons serving on the Deacon Board must be commensurate with the size of the congregation and sufficient to accomplish the duties and responsibilities listed above (minimum of five).

#### 4.8.4 LEADERSHIP

The Deacon Board will elect a Chairman annually who will serve for a 1-year term.

#### 4.8.5 ELECTION

Prior to the Church's annual meeting, the Senior Pastor and current Deacon Board members will:

- Determine the number of Deacon Board vacancies for the next year;
- Recruit currently ordained Deacons willing to fill those vacancies; and,
- Present the Board membership to the Church for approval at the annual meeting.

#### 4.8.6 TERMS

Deacons elected to the Deacon Board should serve for no more than one 3 year term. Terms should be offset so that a reasonable number of seats on the Deacon Board are vacated each year. A minimum of 1-year must pass before election to a new term. Terms start at the beginning of the Church year following election. Deacons elected to fill a vacated seat will serve out the remainder of the term and may be elected to a subsequent term.

## 5. ELECTED OFFICIALS

### 5.1 DUTIES AND RESPONSIBILITIES

Duties and responsibilities that are common to all elected officials include:

- Governing the Church;

- Advancing the Church's mission;
- Ensuring proper use of the Church's resources;
- Attending committee and business meetings; and,
- Being an active participant in the work of the Church.

### 5.2 QUALIFICATION

All elected officials shall:

- Be a member in good standing for at least 6-months;
- Be nominated to serve;
- Complete a background check;
- Be elected to office; and,
- Serve at the will of the membership.

### 5.3 NOMINATION

The process for filling vacant offices shall be coordinated by the Leadership Recruitment Committee which will:

1. Solicit nominations from the membership for each vacancy;
2. Verify the qualifications of candidates who are willing to fill those vacancies; and,
3. Submit the candidate's nomination for consideration at a business meeting.

### 5.4 TERMS OF SERVICE

Elected officials serve for 3-years and may be re-elected for a consecutive term. Trustees and Committees shall arrange their terms so that a reasonable number of seats become vacant each year. Terms start at the beginning of the Church year following election.

### 5.5 RESIGNATION

Elected officials may resign at any time by giving a 30-day written notice to the Church Council.

### 5.6 REMOVAL FROM OFFICE

The Church is responsible for the dismissal of an elected official, if he/she is not fulfilling the responsibilities and/or qualifications of the office. Should a situation arise where the Church needs to consider dismissal, the Church shall follow the procedures in section below titled "Removal of an Individual from Office."

### 5.7 VACANCIES

A vacancy because of death, resignation, removal, disqualification, or any other cause shall be filled by the nomination process above. Members elected to fill a vacated seat will serve out the remainder of the term and may be elected to fill the remainder of that term.

### 5.8 STANDING OFFICIALS

Standing Officials shall include the Clerk, Committee Members, Moderator, Parliamentarian, Treasurer, and Trustees. A general description of each Official is provided in the following sections. The Church Council will include a detailed list of duties and responsibilities for Standing Officials in the Operations Manual.

#### 5.8.1 CLERK

The Clerk shall serve as the recording secretary for the Church. He/she is responsible for:

- Keeping up-to-date records on membership;
- Providing notifications for business meetings;
- Developing agendas for business meetings;
- Keeping minutes during business meetings;
- Maintaining historical records; and,
- Providing official communications to the SBC.



#### 5.8.2 COMMITTEE MEMBERS

Committee members are individuals who have been elected to serve on a committee. The duties common to all committee members include:

- Knowing the purpose and duties of the committee;
- Being familiar with the Church Constitution and Bylaws, Operations Manual, and budget process;
- Being on-time and participating in committee meetings; and,
- Contributing to the planning and achievement of all assigned committee work.

At no time shall an individual committee member speak for or represent the committee without authorization by the committee. Spouses will not serve together as members on the same committee at the same time.

#### 5.8.3 MODERATOR

The Moderator shall preside over business meetings of the Church. The Church may elect more than one Moderator. In the absence of a Moderator, the Senior Pastor will serve as the Moderator. In the absence of the Moderator and Senior Pastor, the Deacon Board Chairman will call meetings to order and elect an acting Moderator.

#### 5.8.4 PARLIAMENTARIAN

The Parliamentarian shall advise the Church on matters of parliamentary procedure and arbitrate questions relating to the interpretation of the Church Constitution or Bylaws. During business meetings, the Parliamentarian advises the Moderator on how to respond to inquiries and motions. The Moderator may overrule the advice of the Parliamentarian.

#### 5.8.5 TREASURER

The Treasurer shall be responsible for:

- Working in conjunction with the Finance Committee;
- Overseeing the financial transactions of the Church;
- Ensuring that proper procedures are followed to receive and disburse funds; and
- Providing reports of those transactions to the Church at regular business meeting.

The Treasurer may assign clerical duties of the Treasurer to non-ministerial staff as necessary.

#### 5.8.6 TRUSTEES

The Trustees shall consist of a minimum of three members (or more if required by law), one of which shall be the Registered Agent of the Church (per State regulation). The Trustees shall be responsible for legal matters of the Church to include:

- Holding title to all assets of the Church;
- Insuring the Church's property and assets and performing an annual review of coverage;
- Signing and executing legal documents related to contracts, Church property, and other business matters;
- Dissolution of the Church;
- Performing other duties as may be required by law; and,
- Acting in emergency situations related to the building and property, e.g., major repair requiring immediate action.

Trustees shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the Church authorizing each action. Additionally, the Senior Pastor in consultation with the Trustees serve as final authority in the use of church facilities and property.

### 6. OFFICERS

Officers are individuals elected by the Church to carry out its day-to-day business within their scope of authority. Officers shall include the Senior Pastor, Clerk, Treasurer, and Trustees.

## 7. REMOVAL OF AN INDIVIDUAL FROM OFFICE

If an elected official is the subject of Church discipline, they shall be suspended from office if the disciplinary process reaches the Church Action stage. If the Church votes to approve revocation of membership, the individual's office shall be considered vacated. If the Church votes against revocation the individual shall be immediately reinstated to office.

In all other cases, if an individual needs to be removed from office, the following process will apply:

1. The Deacon Board will investigate the situation and if necessary forward a recommendation for removal to the Church Council.
2. The Church Council will meet with the Deacons to review the recommendation and provide input on the recommendation.
3. The Deacon Board will evaluate the Church Councils input to determine the suitability of bringing the recommendation to a Special-Called Business Meeting for consideration by the Church.

## 8. OTHER CHURCH LEADERSHIP

### 8.1 GENERAL

The Church Council shall appoint members in good standing to positions of Ministry Director, Ministry Leader, and/or Team Leader as appropriate to accomplish the mission and purpose of the Church. Appointed individuals will be responsible for:

- Establishing goals and objectives consistent with mission and purpose of the Church;
- Overseeing activity in their area of responsibility;
- Training volunteers and coordinating their activity;
- Submitting an annual budget request to their assigned committee; and,
- Providing regular status reports to their assigned committee.

#### 8.1.1 MINISTRY DIRECTORS (Volunteer)

Ministry Directors are individuals appointed by the Church Council to provide leadership over multiple Ministries and/or Teams, e.g., Children's Ministry Director or Education Director.

#### 8.1.2 MINISTRY LEADERS

Ministry Leaders are individuals appointed by the Church Council to provide leadership over a specific Ministry, e.g., Senior's Ministry, Men's Ministry, and Women's Ministry.

#### 8.1.3 TEAM LEADERS

Team Leaders are individuals appointed by the Church Council to provide leadership over activities of an ongoing nature necessary for the proper operation of the Church, e.g., Ushers, Transportation, and Hospitality.

### 8.2 QUALIFICATION

Ministry Directors, Ministry Leaders, and Team Leaders shall:

- Be a member in good standing;
- Complete a background check;
- Be appointed to the position by the Church Council; and,
- Serve at the will of the Church Council

### 8.3 TERMS OF SERVICE

Ministry Directors, Ministry Leaders, and Team Leaders serve until:

- They resign;
- The Church Council appoints their replacement; or,
- The Church Council removes them from their position.

**9. CHURCH COUNCIL**

**9.1 DEFINITION**

The Church Council shall manage and coordinate the activities of the Church's committees having no authority beyond that which has been conferred upon them by these Bylaws or by the Church members.

**9.2 ORGANIZATION**

The Church Council will be composed of the following voting and non-voting members.

Voting members:

- Senior Pastor (Council Chair);
- Deacon Board Chairman (Vice Council Chair);
- Staff Pastors;
- Staff Ministry Directors; and,
- Chairs of each Standing Committee (or designated proxy for each meeting).

Non-voting members are:

- Clerk;
- Moderator;
- Parliamentarian; and,
- Treasurer.

**9.3 MEETINGS**

The Church Council shall meet at least once quarterly prior to all annual and regular business meetings. Meetings are intended to be open to all church members; exceptions must be approved by 3/4 of the voting members of the Church Council prior to the meeting.

**9.4 DUTIES AND RESPONSIBILITIES**

Duties and responsibilities of the Church Council include:

- Leading the Church in establishing church goals and developing a long-term vision plan;
- Establishing coordinated ministry goals and objectives;
- Establishing Ministries and Teams;
- Appointing Ministry Directors, Ministry Leaders, and Team Leaders;
- Coordinating and calendaring the activities of the Church;
- Developing the agenda for all business meetings;
- Developing and maintaining the Church Operations Manual;
- Ensuring background checks are completed;
- Ensuring that the Bylaws are properly executed; and,
- Delivering a status report of the work of the Church at regular church business meetings.

**10. CHURCH COMMITTEES**

**10.1 ORGANIZATION**

**10.1.1 SIZE**

There should be a minimum of three (3) and maximum of five (5) elected committee members to include the committee chair on each committee. If any committee's membership falls below three members for a period of 60 consecutive days, then the Church Council will take action to:

- Temporarily suspend the committee;
- Execute the duties and responsibilities of the committee; and,
- Work with the Leadership Recruitment Committee to fill committee vacancies.

**10.1.2 LEADERSHIP**

Each Committee will elect a Chair annually who will serve for a 1-year term. A person may only serve as Chair of a single Committee at one time. The Chairs' duties and responsibilities include:

- Represent the committee at Church Council meetings;
- Officiate and conduct meetings;
- Schedule dates, times, and locations for meetings;
- Communicate committee activities to the Church; and
- Ensure members are aware of their duties and responsibilities.

The Senior Pastor serves as a standing member of all committees. He may call a meeting of any committee, and can attend any committee meeting as he deems necessary.

The Church Council may appoint any staff Pastor or staff Ministry Director to serve as a standing member of any committee that is directly related to their assigned duties or responsibilities.

### 10.2 STANDING COMMITTEES

#### 10.2.1 GENERAL

In general, all standing committees will:

- Perform duties of an ongoing nature;
- Meet regularly according to need;
- Have at least one half of their members present when discussing committee business;
- Provide guidance and support to assigned ministries and teams; and,
- Submit an annual budget request for assigned ministries and teams to the Finance Committee.

#### 10.2.2 LEADERSHIP RECRUITMENT COMMITTEE

The Leadership Recruitment Committee shall focus on developing the leadership qualities of all members to fill leadership roles within the Church. This committee shall be responsible for:

- Assisting all individuals with identifying their unique Spiritual Gifts;
- Equipping members through workshops, training, and other development opportunities;
- Nominating members to serve as Elected Officials; and
- Recruiting members to serve as non-staff Ministry Directors, Ministry Leaders, and Team Leaders.

#### 10.2.3 EDUCATION COMMITTEE

This Education Committee is responsible for matters of Christian Education. It shall coordinate and enable the various Church education programs, e.g., Sunday School, small group bible studies, and discipleship training. This committee in cooperation with the Senior Pastor shall develop and maintain an integrated strategy for Christian Education that meets the needs of the Church and the community.

#### 10.2.4 FINANCE COMMITTEE

The Finance Committee will develop and recommend an overall stewardship development plan and a unified church budget. The committee will prepare and present to the Church the required reports regarding the financial affairs of the Church.

#### 10.2.5 MINISTRY COMMITTEE

The Ministry Committee supports and coordinates ongoing ministries, e.g., Men's, Women's, and Senior's Ministry, within the Church and will work with the Senior Pastor, Deacon Board, and Church Council to identify and develop new ministries.

#### 10.2.6 MISSIONS COMMITTEE

The Missions Committee will work with the Senior Pastor, to evaluate, recommend, promote, and provide for mission work to be undertaken both locally and internationally. This includes mission opportunities that are conducted independently by the Church and/or in conjunction with another church or organization.

#### 10.2.7 PERSONNEL COMMITTEE

This Personnel Committee is responsible for matters related to staff employment, personnel administration, and determining staff needs. The Personnel Committee shall conduct annual reviews of salaries and

## DUNKIRK BAPTIST CHURCH BYLAWS

benefits and recommend changes to the Finance Committee. The Personnel Team is responsible for maintaining the Personnel Manual.

### 10.2.8 PROPERTY COMMITTEE

The Property Committee shall maintain the church facilities and grounds. They shall develop and manage policies regarding usage; a long-term facilities maintenance plan; and a plan for future property growth.

### 10.2.9 WORSHIP COMMITTEE

The Worship Committee coordinates the teams and ministries that support worship services, e.g., Music Ministry, Ushers, A/V Team, etc. They assist in planning of special worship services, e.g., revivals, holiday services, funerals, weddings, etc. The Committee will regularly solicit feedback from the Church to enhance the worship experience.

## 10.3 SPECIAL-CALLED COMMITTEES

### 10.3.1 PASTORAL SEARCH COMMITTEE

When a pastoral vacancy occurs or a need arises to hire additional pastoral staff, the Church will establish a Pastoral Search Committee. Committee members shall be nominated by the Deacon Board and elected by vote at a business meeting. A Senior Pastor Search Committee shall consist of:

- Two Deacons; and,
- Seven member's in-good standing.

A Pastor Search Committee established for selecting other Staff Pastor Candidates shall consist of:

- The Senior Pastor;
- One Deacon; and,
- Three member's in-good standing.

Upon establishment, the committee will receive an approved Position Description from the Personnel Committee and Compensation Package from the Finance Committee. The committee will elect a chair and devote themselves to identifying God's chosen man. Members will serve until three months after a selected candidate accepts the call to serve as Pastor. At that point, all committee work is considered accomplished and the committee will be dissolved. If a Committee member is unable to fulfill the required duties, the Committee shall decide on the appropriate action to be taken.

### 10.3.2 CONSTITUTION AND BYLAWS COMMITTEE

Should the need arise to consider a major revision or amendment to the Constitution or Bylaws, the Church Council, upon receiving a recommendation by the Parliamentarian, will establish the Constitution and Bylaws Committee. The Parliamentarian will serve as the committee chair. Additional committee members will be nominated by the Leadership Recruitment Committee and elected by membership vote. Members will serve until all work is accomplished and the committee is dissolved.

### 10.3.3 SPECIAL PURPOSE COMMITTEES

The Church Council may establish additional committees as necessary for special projects or services to the Church. Committee members shall be nominated by the Leadership Recruitment Committee and elected by membership vote. The goals and duties of these committees will be stated at the time of establishment and the members will serve until all duties are accomplished and the committee dissolved.

## 11. MINISTRIES AND TEAMS

### 11.1 MINISTRIES

The Church Council will establish ministries based on the Church's mission, goals, and needs. Each ministry will be aligned under a Standing Committees with either a Ministry Director or Ministry Leader appointed to oversee the ministry.

11.2 TEAMS

The Church Council will establish Teams to perform duties of an ongoing nature necessary for the proper operation of the Church. Each team will be aligned under a Standing Committees with a Team Leader appointed by the Church Council to oversee the team.

12. CHURCH SERVICES

12.1 DEFINITION

Church services shall consist of regular worship services, special services, and business meetings.

12.2 REGULAR WORSHIP SERVICES

The Church will meet weekly for worship, preaching, instruction, evangelism, prayer, and Bible study. Additional worship services may be added based on the needs of the Church. These services are for all people and will be conducted under the direction of the Senior Pastor.

12.3 SPECIAL SERVICES

Special services may be scheduled to promote the objectives and mission of the Church, e.g., holiday celebrations, ordinations, revivals, weddings, funerals, and baptisms.

12.4 BUSINESS MEETINGS

12.4.1 TYPES

The Church will hold annual, regular, and special called meetings to conduct Church business and report on the state and welfare of the Church. Church meetings are open to anyone desiring to attend.

12.4.1.1 ANNUAL MEETING

The Moderator shall call an annual meeting during November of each year. The membership will vote to approve Deacon Board members, Elected Officials, and Church Budget. The Church Council shall make copies of the Operations and Personnel Manuals available during the annual meeting for use in the upcoming year.

12.4.1.2 REGULAR MEETINGS

The Moderator shall call regular meetings during the months of February, May, and August.

12.4.1.3 SPECIAL CALLED MEETINGS

The Moderator may call a special called meeting to consider matters of special nature and significance where waiting for a regular meeting is impractical. These meetings shall be approved and scheduled by the Church Council. Notification must be given for the special called meeting unless extreme urgency renders such notice impractical or unwise.

12.4.2 GENERAL PROCEDURES

12.4.2.1 NOTIFICATION

To call a meeting, the Clerk must report to the Moderator that required notification procedures and timelines were followed. Notification requires that the Clerk communicate the draft agenda, short summary of any proposals requiring a vote, and other relevant information to the Church prior to the meeting. Notification is accomplished by distribution in the bulletin at Sunday Worship Service and, inclusion in the weekly newsletter. Notification must occur at least two Sundays prior to the date of the meeting unless a specific item being voted on requires earlier notification.

12.4.2.2 AGENDA

The Clerk, in consultation with the Church Council, will prepare an agenda for all business meetings. Members requesting to place an item on the agenda will submit a written proposal to the Church Council at least one week prior to the release of the agenda.

**12.4.2.3 RULES OF ORDER**

The Parliamentarian assists the Moderator in following Robert's Rules of Order (current edition) at all business meetings.

**12.4.2.3.1 QUORUM**

The Moderator will recognize that a quorum exists prior to calling a meeting. A quorum shall consist of those voting members present who attend, provided it is a properly called meeting.

**12.4.2.3.2 MOTIONS FROM THE FLOOR**

The Moderator shall refer any motions brought from the floor that was not on the agenda to the Church Council for consideration and return a recommendation at a future business meeting.

**12.4.2.3 VOTING**

All questions at any called meeting shall be settled by a vote of those members present and voting. The following table provides guidance on notification timelines, if a written vote is required, and the minimum number of affirmative votes required to pass any measure.

<b>Item</b>	<b>Affirmative Vote Required to Pass</b>	<b>Written Ballot Required</b>	<b>Advanced Notification Required</b>
All other items requiring a vote	50%	No	Two Sundays
Approving Annual Budget	50%	No	Two Sundays
Approving Operations Manual	50%	No	Two Sundays
Approving Personnel Manual	50%	No	Two Sundays
Electing Officers	50%	No	Two Sundays
Approving Staff Position Description and Compensation Package	50%	No	Four Sundays
Amendments to the Constitution or Bylaws	75%	No	Four Sundays
Dissolution	75%	Yes	Four Sundays
Purchase or Sale of Real Property	75%	Yes	Four Sundays
Revoking Membership	75%	Yes	Four Sundays
Calling Pastoral/Ministerial Staff	80%	Yes	Four Sundays
Removal from Office	90%	Yes	Four Sundays

**12.4.2.4 MINUTES**

The Clerk will record minutes for all business meetings and the official copy will be kept in the Church office and available for viewing by members. Requests for copies of the minutes shall be made in writing by a member to the Church Council. Minutes will not be made available to the public domain.

**13. ORDINANCES**

**13.1 BAPTISM**

This 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 indicates a commitment to follow Christ as Lord. Baptism shall be:

- By immersion in water;
- Administered as an act of worship during any worship service of the Church; and,
- Administered by the Senior Pastor or whomever the Church shall authorize.

**13.2 THE LORD'S SUPPER**

The Church shall observe The Lord's Supper on a regular basis. The Church shall practice "open communion" that is, all persons, notwithstanding membership, shall be invited to participate if they profess their salvation by grace through faith in our Lord Jesus Christ. The pastoral staff and the Deacon's shall

## DUNKIRK BAPTIST CHURCH BYLAWS

administer the Lord's Supper in accordance with the Scriptures. The Deacon Body shall be responsible for making the physical preparations for the ordinance.

### 14. LICENSING AND ORDINATION

#### 14.1 LICENSING

Those who desire to prepare for vocational ministry may be issued a license by the Church under the following process:

1. The individual requests to be licensed.
2. The nominee meets with a Deacon and Senior Pastor.
3. The Deacon Board interviews the candidate and submits his name to the Church.
4. The Deacons will schedule a vote after a period of observation by the Church.
5. The Church issues a license to the individual.

A license is probationary, with the expectation that the licensee will be considered for ordination within 3 years of being licensed.

#### 14.2 ORDINATION

The Church will ordain members who have given evidence of a call to vocational ministry or have been asked to assume a role requiring ordination under the following process:

1. The Deacon Board evaluates the nominee.
2. The nominee meets with a Deacon and Senior Pastor.
3. The Nominee will be interviewed by
  - a. An Ordination Council for those pursuing vocational ministry; or,
  - b. The Deacon Board for all other candidates.
4. The Deacons shall present the nomination to the Church.
5. The Deacons will schedule a vote after a period of observation by the Church.
6. The individual is ordained at a special service by the Church.

An Ordination Council shall consist of the Senior Pastor and a minimum of three Deacons. The Senior Pastor may invite other individuals to participate in the Council at his discretion.

### 15. OPERATING GUIDELINES

#### 15.1 PERSONNEL MANUAL

The Personnel Committee shall maintain a Personnel Manual and review it annually. The Personnel Manual will be kept in the Church Office and made available to any Church member or employee. At a minimum, the manual shall contain information on:

- Position descriptions for all paid staff;
- Employee evaluation;
- Office hours;
- Holidays;
- Vacation policy;
- Bereavement, sick leave, jury duty, and extended absence;
- Sabbaticals; and,
- Severance.

#### 15.2 OPERATIONS MANUAL

The Church Council shall maintain an Operations Manual and review it annually. The Operations Manual will be kept in the Church Office and made available to any Church member. At a minimum, the manual shall contain information on:



## DUNKIRK BAPTIST CHURCH BYLAWS

- The mission and vision of the Church;
- The Church organizational structure (staff, committees, ministries, and teams);
- Descriptions of all established ministries and teams (to include goals and objectives);
- Specific duties and responsibilities of Standing Officials;
- Facility Use Policy;
- Plan for coordinating internal communications of the Church; and,
- Any other policies and procedures necessary for the proper operation of the Church.

The following documents shall be included as appendixes to the Operations Manual:

- Long Term Vision Plan (Church Council)
- Stewardship Development Plan (Finance Committee)
- Long-term Facilities Maintenance Plan (Property Committee)
- Future Property Growth Plan (Property Committee)

### 15.3 BACKGROUND CHECKS

Background checks required by these by-laws must be successfully completed before an individual begins their duties.

### 15.4 SELF-REPORTING REQUIREMENT

Church Staff, Deacons, Officers, and other volunteers that are required to complete a background check per these by-laws are required to report any criminal arrests, charges, or convictions (excluding misdemeanor traffic offenses only punishable by fine) to the Senior Pastor and Deacon Board Chair within 48-hours of the occurrence. Failure to make this report constitutes a violation of this policy and may result in an individual's removal from office. Upon notification of any incident, the Senior Pastor and Deacons will review the information and take appropriate action as required.

## 16. CHURCH FINANCES

### 16.1 FISCAL YEAR

The fiscal year of the Church will be from January 1 to December 31

### 16.2 ACCOUNTING PROCEDURES

The Finance Committee shall ensure that:

- The Church utilizes system of accounting that conforms to generally accepted accounting principles;
- All disbursements of money are in compliance with Church policy;
- Signatories are designated in writing and shall be bonded at church expense;
- Dual signatories will be required for any financial transaction totaling more than \$5,000;
- Monthly reconciliations of financial accounts shall be conducted by a designated individual who does not have authorization to sign checks from that account. ; and,
- A financial audit is conducted annually (one year by the Finance Committee and the next year by a licensed Certified Public Accountant).

The Finance Committee will publish accounting policies and procedures in the Church Operations Manual.

### 16.3 BUDGET

The Finance Team shall submit an annual budget for the Church to approve at the annual meeting. The budget shall serve as the financial plan for the coming year. Individuals responsible for items within the budget are accountable for operating within those financial limits.

## 17. DISSOLUTION

Upon the dissolution of the Church, the trustees will, after paying or making provision for payment of all the liabilities of the Church, dispose of all of the assets of the Church to such organization or organizations

## DUNKIRK BAPTIST CHURCH BYLAWS

formed and operated exclusively for religious purposes as will at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the trustees will determine.

Once dissolved any remaining assets shall be distributed to the State Baptist Convention.

### 18. AMENDMENTS

Requests to amend these by-laws must be made in writing and presented at a regular business meeting. The request will be referred to the Church Council for review. If the Church Council, in consultation with the Parliamentarian, determines that the proposed amendment is:

- Not necessary, it will be reported as such at the next regular business meeting; or
- An acceptable minor change, it will be presented at the next regular business meeting; or
- A major revision, it will establish a Constitution and By-Laws Committee to review the request.

Amendments to these Bylaws shall be considered in effect upon three-fourths of the members present and voting affirmatively at a business meeting during which the vote is taken.

### 19. ADOPTION

These Bylaws shall be considered adopted and in effect upon two-thirds of the members present and voting affirmatively at a business meeting during which the vote is taken. This vote shall take place at a separate, regular business meeting following presentation to the Church.