**Bethel Baptist Church**

**BYLAWS**

**PREAMBLE**

There are three documents that will be used to provide guidance, organization and additional details beyond the Constitution of how Bethel Baptist Church will carry out our Core Values, and our Mission. Each of these documents will be available to all Covenant Members. The approval of each of these documents and changes to them are described below.

**Bylaws** – this document defines the first level of detail. The Bylaws define:

1. The qualifications, roles, responsibilities, and structure of the Bethel Leadership Team and the membership of the team.
2. The process for selecting and approving the Pastor, the leader of the Ministry Teams, and Prayer and Bible Study Group Coordinator, and the Deacons.

Bylaws and changes to them require approval of a simple majority (greater than 50%) of the covenant members present in a church conference as defined in **Section 3.0 Church Conferences** of the Bylaws on church conferences.

**Personnel Policy Manual** – this document defines:

* 1. The details of the policies associated with the pastor not defined in the bylaws
	2. the qualifications of paid staff positions
	3. the job descriptions
	4. the policies on vacation, holidays, and sick leave
	5. The polices on hiring, resignations, and terminations of paid staff individuals

The Personnel Policy Manual and changes to it require approval of a simple majority (greater than 50%) of the covenant members present in a church conference as defined in **Section 3.0 Church Conferences** of the Bylaws on church conferences.

**Ministry Manual** – this document describes the details of how the various Ministry Teams and Prayer and Bible Study Groups function. This document defines:

* 1. The level of detail of this manual will be determined by the Bethel Leadership Team.
	2. It should have sufficient detail to ensure the teams understand their roles and responsibilities.
	3. It should document the annual plan of ministries, activities, and events
	4. It should establish the measures, goals, and the process to track and report progress
	5. It should define the measures that will be regularly evaluated to ensure goals are being met.

The Pastor has the main responsibility to ensure the Ministry Manual is maintained. The Ministry Manual and changes to it require the approval of a minimum of 2/3rd ‘s vote of the Bethel Leadership Team Leaders.

**1.0 Organization**

The following organization chart is a basic structure of the church. All positions of leadership will be Covenant Members who have been so for a minimum of six months except the Pastor who assumes leadership of the BLT upon being elected pastor as defined in these bylaws.



**2.0 Individual Roles and Responsibilities**

2.1 Bethel Leadership Team Leaders

2.1.1 Leaders

* + 1. Pastor
		2. Early Childhood Ministry Team Leader
		3. Elementary Ministry Team Leader
		4. Middle School Ministry Team Leader
		5. High School Ministry Team Leader
		6. Prayer & Bible Study Groups Coordinator
		7. First Impressions Team Ministry Team Leader
		8. Deacon Ministry Team Leader
		9. Worship & Media Ministry Team Leader
		10. Financial Officer

2.1.2 Qualifications of Leaders

* + 1. Be Covenant Member for a minimum of 6 continuous months and able to serve at least two years in the position
		2. Leaders will serve no more than three years and will have at least one year off before they can serve again. Beginning in the year 2023 the BLT will have established this rotation process.
		3. Be a regular attender to a weekly worship service
		4. Be an active/regular participant in a Prayer and Bible Study Group
		5. Be willing to develop a replacement leader for the area of ministry to ensure the ministry plans are continued
		6. Have effective communication skills in person and with appropriate digital applications (i.e. email, phone and text)
		7. Learn and use effective skills to efficiently and effectively lead meetings
		8. Be skilled and willing to present the plans of the team in Church Conferences
		9. Be willing to work closely with other Bethel Leadership Team leaders to reach consciences on the best use of people and financial resources as a team player and servant leader
		10. BLT team leaders will be non- paid covenant members of the church
		11. Be committed to attend regularly scheduled BLT Leader Team meetings

 2.1.3 Election Process for Leaders except the Pastor

* + 1. Nominated by the current Bethel Leadership Team and approved by the church

Needs greater than 50% approval of Covenant members present in a church conference as defined in **Section 3.0 Church Conferences** of the Bylaws on church conferences.

2.1.4 Key Duties of Leaders

* + 1. Provide strategic leadership to the church
		2. Align the ministries, activities and events with the discipleship process (connect, love, disciple, and serve) to ensure that clear priorities are maintained for all people and financial resources
		3. Enlists the members of the ministry teams based on the needs of the team, the available people, and the priorities of the BLT as stated in section 2.1.5
		4. Establish an annual plan at the team level of ministries, activities, and events in alignment with the church mission
		5. Prepare the annual budget in alignment with the plans established for ministries, activities, and events. This budget is at a Team level (i.e. for each of the 9 areas) and submitted to the church for approval
		6. Team leaders working with the team members use the budgeted money in the best way to achieve the objectives of the team’s ministry
		7. Maintain a process of leadership development
		8. The legal representatives of the church will be the Deacon Ministry Team Leader, the First Impression Team Leader, and the Church Financial Officer
		9. The BLT will appoint Covenant Members to represent the church along with the pastor at **Beaverdam Baptist Association meetings. The BLT can also appoint the pastor and other Covenant Members to represent the church at state and national meetings.**
		10. The Bethel Leadership led by the Deacon Ministry Team Leader, working with the Pastor, develop, no less frequent than annually, a performance plan for the pastor. The Deacon Ministry Team Leader, working with the Pastor, will develop, no less frequent than annually, a performance plan for the pastor
		11. The Bethel Leadership Team, led by the Deacon Ministry Team Leader, with appropriate input from the Pastor, will assess the performance of the Pastor and set the compensation package for the pastor
		12. When selection of a pastor is needed, the Bethel Leadership Team, led by the Deacon Ministry Team Leader, will establish the process and lead the church in selecting a new pastor. (see section 2.1.A.b for details)
		13. The Bethel Leadership Team, led by the Pastor, will develop, no less frequent than annually, a performance plan for each paid staff member
		14. Provide input, review and approval of the Pastor led performance assessment of all paid staff members and set the compensation package for each paid staff member
		15. Establish Key Objectives within their team and insure the following guidelines are upheld:
			- 1. Teams plan and conduct their ministry
				2. Teams do not plan activities and events for other teams
				3. Events and activities that involve more than one ministry team must be coordinated by a leader from one of those teams but all teams involved should in in agreement and working together

2.1.5 Qualifications of Ministry Team Members except Deacons

1. Be a regular attender to a weekly worship service
2. Be an active/regular participant in a Prayer and Bible Study Group
3. Shall be a Covenant Member of Bethel Baptist Church
4. Persons regular attending including those who are under the Watchcare of the church may participate with Covenant Members conducting the Ministry for a limited time generally less than the time period between two church conferences

2.1.6 Election Process of Ministry Team Members except Deacons

1. The Ministry Team Leader identifies the individuals to serve on the team
2. These team members will then be submitted to the BLT for approval

2.1.7 Key Duties of Ministry Team Members except Deacons

1. Support the objectives of the team under the leadership of the Ministry Team Leader

2.1.1.A. Pastor

* + - 1. Role of Pastor
			2. Study the Bible and pray so that he can lead the church in Bible centered preaching that comes from an overflow of what God is doing in his life
			3. Shepherd the church through pastoral care
			4. With the help of the Worship and Media Team, leads the church in worship
			5. Gives direction and oversight to the work of the Bethel Leadership Team and other paid ministerial staff members
			6. Ensures an intentional leadership development process is in place for both current and future leaders
			7. Selection of the Pastor
				1. The Bethel Leadership Team, led by the Deacon Ministry Team Leader, as (defined in Section 2.1.4) has lead responsibility of establishing the process of selecting the Pastor
				2. The process will meet the following requirements:

 The Bethel Leadership Team shall bring to the consideration of the church only one name at a time.

Election shall be by ballot, an affirmative vote of three-fourths (75%) of Covenant Members in attendance at the church conference for this choice.

The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.

* + - 1. Pastor Performance Review - See section 2.1.4.H
			2. Vacating of the Pastor
				1. The pastor may relinquish the office as pastor by giving proper notice as outlined in the Personnel Policy Manual at the time of resignation.
1. The church may declare the office of pastor to be vacant. This process is initiated by the Bethel Leadership Team or by a written petition signed by no less than one-fourth of the Covenant Members. (Covenant Members is defined in the Constitution). Such action shall take place at a special called church conference as defined in **Section 3.0 Church Conferences** called for that purpose. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the Covenant Members present being necessary to declare the office vacant. The termination shall be immediate and compensation shall be rendered according to Personnel Policy Manual.

2.1.1.B. Ministry Team - Early Childhood

* + - 1. Purpose of the Team
				1. Conduct and lead all ministry and discipleship activities done by Bethel for the Early Childhood age group (birth – Pre-K5)
			2. Duties of the Team
				1. Establish a standard of “spiritual maturity/Bible knowledge” desired for children in that age group to reach prior to moving to the next age group
				2. Have a process to lead the children into an age appropriate level of spiritual maturity
				3. Have age appropriate worship and discipleship activities during the worship service (10:00 – 11:00 A.M.)

2.2.1.A.1. Bethel Learning Center

* + - 1. Purpose
				1. The Bethel Learning Center is a nonprofit week day ministry of Bethel Baptist Church that seeks to provide a safe and loving Christian environment where children two, three and four years of age can receive educational instruction and care appropriate for their developmental levels
			2. Duties
				1. Provide a safe and loving environment where children can grow:

 Spiritually

 Mentally

 Physically

 Emotionally

* + - * 1. Provide children with opportunities for success which will promote the development of independence and a positive self-concept
				2. Maintain a Handbook that is available to any Covenant Member of the church
			1. Hiring of the Staff
				1. Director

Will be a Covenant Member of Bethel Baptist Church

Nominated by the Early Childhood Ministry Team Leader and elected by the Bethel Leadership Team

* + - * 1. Teachers and other Staff

Selected by the Director and Early Childhood Ministry Team Leader

* + - 1. Church Facilities and administrative support will be provided at a cost established by the Bethel Learning Center and the Bethel Leadership Team

 2.1.1.C. Ministry Team - Elementary

* + - 1. Purpose of the Team
				1. Conduct and lead all ministry and discipleship activities done by Bethel for the Elementary age group (Kindergarten – Grade 5)
			2. Duties of the Team
				1. Establish a standard of “spiritual maturity/Bible knowledge” desired for children in that age group to reach prior to moving to the next age group
				2. Have a process to lead the children into an age appropriate level of spiritual maturity
				3. Have age appropriate worship and discipleship activities during the worship service (10:00 – 11:00 A.M.)

 2.1.1.D. Ministry Team - Middle School

* + - 1. Purpose of the Team
				1. Conduct and lead all ministry and discipleship activities done by Bethel for the Middle School age group (Grades 6, 7 and 8)
			2. Duties of the Team
				1. Establish a standard of “spiritual maturity/Bible knowledge” desired for pre-teens in that age group to reach prior to moving to the next age group
				2. Conduct discipleship training at a time that best works for those in the age group
				3. Have a shadowing process to encourage students to team with the adults to get them involved in serving so that after high school they join a ministry team
				4. Have a process to lead the pre-teens into an age appropriate level of spiritual maturity

2.1.1.E. Ministry Team – High School

* + - 1. Purpose of the Team
				1. Conduct and lead all ministry and discipleship activities done by Bethel for the High School age group (Grades 9, 10, 11, and 12)
			2. Duties of the Team
				1. Establish a standard of “spiritual maturity/Bible knowledge” desired for teens in that age group to reach prior to moving to the next age group
				2. Conduct discipleship training at a time that best works for those in the age group
				3. Have a mentoring process to encourage students to team with adults to get them involved in serving so that after high school they join a ministry team
				4. Have a process to lead the teens into an age appropriate level of spiritual maturity

2.1.1.F. Prayer and Bible Study Teams Coordinator

* + - 1. Duties
				1. Develop a process to train the Prayer and Bible Study Group Leaders how to lead the small groups
				2. Promote the establishment of Prayer and Bible Study groups ensuring that they are in alignment with the mission, core values and discipleship process
				3. Ensure a new member class is conducted
				4. Encourage groups to multiply disciples and participate in Ministry Teams
				5. Coordinates the Prayer and Bible Study Groups
				6. Maintains a list of places and times Prayer and Bible Study Groups meet and ensures that it is readily available to all guests, members and the FIT Ministry Team
				7. Help visitors and new members find the right Prayer and Bible Study Group

F.1 Prayer and Bible Study Group Leaders

* + - 1. Purpose of the Team
				1. Purpose of the Team will be defined in the Personnel Policy Manual
			2. Duties of the Team
				1. Duties of the Team will be defined in the Personnel Policy Manual

2.1.1.G. Ministry Team - First Impressions Team

* + - 1. Purpose of the Team
				1. Ensure all grounds and facilities are in proper condition and functioning to create a positive impression for all members and guests
				2. Leader will serve as the legal representative of the church along with the **Financial Officer** and the Deacon Ministry Team Leader
			2. Duties of the Team
				1. Conduct all activities to enable all members and guests to have a positive experience for regular and special worship services

Welcoming, Security, Ushering

* + - * 1. Greeting and leading guests with children to the proper childhood ministry
				2. All signage throughout all facilities are place before each worship service
				3. Opening and closing of all facilities after regular scheduled services
				4. Develop a longer-term plan to maintain and upgrade facilities as needed to accomplish the long-range plans of the Bethel Leadership Team
				5. Members of the FIT Team will assist the administrative assistant with counting and documenting all contributions
				6. Work closely with the Worship and Media Ministry Team as defined under the duties of the Ministry Team - Worship and Media (Section 2.1.1.I)
				7. Maintain the church library

2.1.1.H. Ministry Team - Deacon Team

1. Qualifications
	1. Be a regular attender to a weekly worship service
	2. Be an active/regular participant in a Prayer and Bible Study Group
	3. Shall be at least 21 years of age and have been a Covenant Member of Bethel Baptist Church for one year as of prior to beginning serving
	4. Shall have proven themselves to have the scriptural qualifications found in 1 Timothy 3:8-13 and Acts 6:3
	5. Must have completed the Ordination process consisting of a pre-ordination interview with the pastor and the deacons
	6. Be committed to attend regularly scheduled Deacon Ministry Team Meetings
2. Election Process
	1. Any Covenant Member can recommend another Covenant Member to be considered to be a deacon by completing a recommendation form provided by the deacon chairman and submitting it to the deacons
	2. Then the selection committee consisting of current deacon chairman, vice-chairman, secretary and the pastor reviews the recommendation forms and determines if the person meets the qualifications as stated in section 2.1.1.H.a
	3. Those selected will be submitted to the church for approval by the deacon chairman in a church conference
	4. Term of Office. Deacons shall be elected for a term of three (3) years with one third of the active group rotating off annually. After the completion of a full three-year term, no deacon shall be eligible to serve a new term until the lapse of one year. If a deacon has served more than one year of an unexpired term, he shall be ineligible to serve until one year has lapsed. An unexpired term may be filled by recalling the previous election results and selecting the nominees in order by votes.
3. Key Duties
	1. Leader will serve as the legal representative of the church along with the Financial Officer and the First Impressions Team Leader
	2. Leader will cosign checks when the Financial Officer is not available and perform other duties as necessary during the Financial Officers absence
	3. Support the objectives of the team under the leadership of the Ministry Team Leader
	4. Nurture church members who are not in Prayer and Bible Study Groups striving to get them connected to one of the groups
	5. Pray for and support the Pastor and the Bethel Leadership Team
	6. Pay special attention to the sick, the widows, the widowers, the needy, the distressed, and the inactive members
	7. Preparing for and conducting the Lord’s Supper and Baptism ordinances
	8. Responsible for all aspects of bereavement and benevolence ministry for all church members
	9. The deacon ministry is not be responsible for caring for people who are in a Prayer and Bible Study Group. Each Prayer and Bible Study Group is responsible for nurturing and caring for their members
	10. Deacons will be available for counseling and guidance as stated in Section 9. Discipline in the Constitution
	11. Evaluate and take appropriate actions where it is not reasonable possible for a member of any status to renew their membership due to situation beyond their control as stated in section 7.2.3 in the Constitution
	12. Evaluate with the pastor when baptism by immersion is not possible and assist the pastor in taking appropriate action as stated in section 7.1 Church Membership General in the Constitution

2.1.1.I. Ministry Team – Worship and Media Team

* + - 1. Purpose of the Team
				1. Lead worship services to honor and praise God in ways that will bring unity in the church and attract those in the community that are not yet in the church family
				2. Lead the church to be passionate about worship and passionate about effectively bringing the message to all people
				3. Prepare the congregation to be open and receptive to hear the message
			2. Duties of the Team
				1. Assisting the pastor in leading all worship services
				2. Plan and lead all social media activities including the website, Facebook and all other media platforms
				3. Ensure the church networks and information technology equipment, software, including infrastructure, is maintained throughout the church
				4. Work closely with the First Impressions Team to keep cohesive graphic design/brand among brochures, booklets, and any other documents related to the First Impressions Team
				5. Work closely with the First Impressions Team to create a worshipful and safe experience for all worshipers from arrival to departure
				6. Stay relevant and adaptive within biblical parameters to best reach the community with a special focus on reaching the teens and young adults

2.1.1.J. Financial Officer

* + - 1. Purpose
				1. Ensure the financial resources are expended in accordance with the approved budget
				2. Ensures all appropriate tax laws are adhered to and legal obligations are met
				3. Will be the lead legal representative of the church and serve along with the First Impressions Team Leader and the Deacon Ministry Team Leader
			2. Duties
				1. Establish a purchase order system and ensure that purchase is in accordance with the approved church budget
				2. Cosign checks along with the administrative assistant

The Deacon Ministry Team Leader will cosign checks when the Financial Officer is not available

* + - * 1. Work with the other members of the BLT to assemble the annual budget

2.2 Administrative Assistant(s)

* 1. Responsibilities
		1. Support the pastor and other ministerial staff as defined in the Personnel Manual
		2. Perform the day to day operations of the church as defined in the Personnel Manual
		3. Attend and document the minutes of all scheduled Bethel Leadership Meetings (except personnel meetings) and church conferences keep track of all action items
		4. Maintains all official records and communications of the church
	2. Qualifications
		1. Qualifications of Administrative Assistant(s) will be defined in the Personnel Policy Manual
	3. Hiring Process
		1. The Bethel Leadership Team as (defined in Section 2.1) has lead responsibility of establishing the process of selecting the Administrative Assistant(s) and the number of assistants that are needed as defined in the Personnel Policy Manual

2.3 Ministerial Staff

* 1. Responsibilities
		1. The paid ministerial staff member will support and assist leading the activities in the Ministry Team area/areas as set forth in the “Job Description” as defined in the appropriate section forth in the **Personnel Policy Manual**
1. Other Responsibilities of Ministerial Staff will be defined in the Ministry Manual as each staff member will require different responsibilities for the job requirements
	1. Qualifications
		1. Qualifications of Ministerial Staff will be defined in the Personnel Policy Manual as each staff member will require different qualifications for the job requirements
	2. Election Process
		1. The Bethel Leadership Team as (defined in Section 2.1) has lead responsibility of establishing the process of selecting the Ministerial Staff
		2. The process will meet the following requirements:
			1. The Bethel Leadership Team shall bring to the consideration of the church only one name at a time.
			2. Election shall be by ballot, an affirmative vote of three-fourths (75%) of those present being necessary for a choice.
			3. The staff member, thus elected, shall serve until the relationship is terminated by his/her request or the church's request.
	3. Term of Service
		1. Holds the position until the staff member vacates the position.
			1. The staff member may relinquish the office by giving proper notice as outlined in the Personnel Policy Manual at the time of resignation.
			2. The church may declare the office to be vacant. This process is initiated by the Bethel Leadership Team or by a written petition signed by no less than one-fourth of the Covenant Members (Covenant Members is defined in the Constitution). Such action shall take place at a special called business meeting as defined in **Section 3.0 Church Conferences** called for that purpose. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members present being necessary to declare the office vacant. The termination shall be immediate and compensation shall be rendered according to Personnel Policy Manual

**3.0 Financial and Budgeting Process**

By October of each year, the BLT, led by the pastor, will develop a plan along with appropriate goals for the upcoming year. This includes a list of recurring as well as special focused ministries, events, etc.

Each Ministry Team leader will prepare a proposed budget for their area in alignment with the BLT established plan. The Financial Officer will assemble the budget with the above input and submit it to the BLT for approval. Then, once approved by the BLT, the BLT will submit it to the church for approval during the scheduled church conference in November of each year.

This budget will consist of the following categories:

1. Paid staff compensation Total
	1. A Total of all compensation packages for all paid staff members. Individual compensation packages for each staff member is set by the BLT as defined is Personnel Manual.
2. Individual total planned budget for each of the Ministry Teams
	1. The Team leaders, working with the team members will operate within their area of ministry to use these funds in the most efficient and effective way to achieve the objectives of the ministry area

**4.0 Church Conferences**

Unless specifically stated otherwise in these bylaws, all motions presented to the church body for approval will require a majority approval of Covenant Church Members present in the Church conference

4.1 Scheduled church conferences:

 Planned Sunday in:

 February – BLT presents a review of the past year’s activities

May – BLT presents and update on the year’s activities

September – review and approve the Bethel Leadership Team Leaders for the next calendar year

November – review and approval of annual plan and budget for the next calendar year

Quarterly meetings must be communicated in such a manner that all Covenant Members will know about the meeting with at least a two-week notice

 4.2 Moderator

1. Will be selected by the BLT and shall be a Covenant Member of Bethel Baptist Church and be skilled in the conduct of meetings in accordance with Robert’s Rules of Order
2. The Moderator will appoint a Covenant Member in attendance to document the actions taken in each Church conference

4.3 Special Called Church Conferences

* 1. The BLT may call for a special church conference when needed
	2. This call for a meeting will be provided to all Covenant Members in a regularly scheduled worship service at least seven days before the church conference
	3. Church conferences called for without a seven day notice to handle urgent items may be conducted following a regularly scheduled worship service. However, if any one Covenant Member present objects to the conducting of the conference then it will be delayed seven days