**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. Staff Support Team Leader

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. Be a regular attender to a weekly worship service
		3. Be an active/regular participant in a Prayer and Bible Study Group
		4. Be willing to develop a replacement leader for the area of ministry to ensure the ministry plans are continued
		5. Have effective communication skills in person and with appropriate digital applications (i.e. email, phone and text)
		6. Learn and use effective skills to efficiently and effectively lead meetings
		7. Be skilled and willing to present the plans of the team in Church Conferences
		8. 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
		9. BLT team leaders will be non- paid covenant members of the church

 2.1.3 Election Process for all 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

* + 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. Establish an annual plan at the team level of ministries, activities, and events in alignment with the church mission
		4. 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
		5. Team leaders working with the team members use the budgeted money in the best way to achieve the objectives of the team’s ministry
		6. Maintain a process of leadership development
		7. 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
		8. 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
		9. 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)
		10. The Bethel Leadership Team, led by the Pastor, will develop, no less frequent than annually, a performance plan for each paid staff member
		11. 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
		12. 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

2.1.1.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
			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 roper 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.

Role of paid staff members

 Working under the direction of the pastor and with assistance from the BLT leaders, the paid 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**

2.1.1.B. Ministry Team - Early Childhood

* + - 1. Purpose of the Team
				1. Team consists of 12-15 people
				2. 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. Team consists of 12-15 people
				2. 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. Team consists of 12-15 people
				2. 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 children 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 children into an age appropriate level of spiritual maturity

2.1.1.E. Ministry Team – High School

* + - 1. Purpose of the Team
				1. Team consists of 12-15 people
				2. 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 children 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 children into an age appropriate level of spiritual maturity

2.1.1.F. Prayer and Bible Study Teams Coordinator

* + - 1. Responsibilities
			2. Qualifications
			3. Election Process
			4. Term of Service
			5. Key Objectives

F.1 Prayer and Bible Study Group Leaders

* + - 1. Purpose of the Team
				1. Build loving, long term relationship with your church family
				2. Reach the lost people in our community by connecting with them by seeking every opportunity to introduce them to God, the Bible and Jesus
			2. Duties of the Team
				1. Have a personal and intentional prayer and Bible study time daily
				2. Worship with the church body
				3. Actively encourage each other and hold one another accountable to participate in one of the Ministry Teams
				4. Regularly fellowship with one another
			3. Responsibilities of the leader
				1. Organize and provide childcare if needed for the group
				2. Ensure the group is meeting all Key Objectives
				3. Facilitate and lead all lessons
				4. Encourage members of the team to attend corporate worship
			4. Qualifications of the leader

2.1.1.G. Ministry Team - First Impressions Team

* + - 1. Purpose of the Team
				1. The Worship Pastor oversees this ministry team
				2. Ensure all grounds and facilities are in proper condition and functioning to create a positive impression for all members and guests
			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 service

Welcoming

Security

Ushering

Flower Arrangements and Décor

Upkeep and Cleanliness of all public areas

* + - * 1. Greeting and leading guests to the proper places

Early Childhood and Elementary ministries to the proper building

Seating guests in the Sanctuary

* + - * 1. All signage throughout all facilities are place before each worship service
				2. Opening and closing of all facilities after regular scheduled services
				3. Develop a longer-term plan to maintain and upgrade facilities as needed to accomplish the long-range plans of the Bethel Leadership Team
			1. Key Objectives
				1. First Impressions Team members are sensitive to how others experience our church and strive to look through their eyes
				2. Work closely with the Worship and Media Team to implement the recommendations of the PAW Team

2.1.1.H. Ministry Team - Deacon Team

* + - 1. Purpose of the Team
				1. Consists of 5-7 people
				2. Nurture church members who are not in Prayer and Bible Study Groups striving to get them connected to one of the teams
				3. Pray for and support the Pastor and the Bethel Leadership Team
			2. Duties of the Team
				1. Pay special attention to the sick, the widows, the widowers, the needy, the distressed, and the inactive members
				2. Support the Lord’s Supper and Baptism ordinances
				3. Support church members during bereavement
			3. Key Objectives
				1. The deacon ministry would not be responsible for caring for people who are in a Prayer and Bible Study Group
				2. Each Prayer and Bible Study Group is responsible for nurturing and caring for the members of their team

2.1.1.I. Ministry Team – Worship and Media Team

* + - 1. Purpose of the Team
				1. The Worship Pastor oversees this ministry team
				2. Lead the church to be Passionate About Worship
			2. Duties of the Team
				1. Plan and lead all church 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
			3. Key Objectives
				1. Work closely with the First Impressions Team to implement the recommendations of the PAW Team and keep cohesive graphic design/brand among brochures, booklets, and any other documents related to the First Impressions Team

 2.1.1.J. Ministry Team – Staff Support Team

* + - 1. Purpose of the Team
				1. Team consists of 4-6 people (Two of which must be the Church Treasurer and assistant Church Treasurer)
				2. Audit the financial records of the church to assure they were expended according to the budget established by the Bethel Leadership Team and approved by the church
			2. Duties of the Team
				1. Serve as the legal representatives of the church
				2. Document all church conferences
				3. Have at least four meetings a year where they evaluate the financials of the church and determine the standing of the current budget. A report must be published to the church body about their findings as well as their minutes from their meeting given to the Communication Analysis (???)

2.2 Administrative Assistant

* 1. Responsibilities
		1. Administrative
			1. Open, sort and route incoming daily mail
			2. Operate all office machine and computer equipment
			3. Type, address, and mail weekly newsletter; maintain corrected copy of mailing list; prepare weekly worship folder
			4. Type miscellaneous reports
			5. Maintain corrected copy of the church calendar
			6. Inventory office supplies and purchase as needed
			7. Maintain reservations for church building
			8. Maintain reservations and insurance coverage for vehicle use
			9. Compile quarterly literature orders
			10. Serve as receptionist
			11. Perform other secretarial duties as assigned by the pastor or other ministerial staff
		2. Bookkeeping
			1. Receive, count, and deposit all offerings
			2. Post receipts and disbursements of all accounts
			3. Post offerings to individual accounts weekly; mail statements annually
			4. Prepare financial reports for church business meeting; prepare and type monthly and annual financial statements
			5. Maintain file of invoices, correspondence, and reports
			6. Prepare and issue checks in accordance with church policy
			7. Acknowledge memorial gifts
			8. Make quarterly and annual government reports Perform other bookkeeping responsibilities as assigned by the pastor
	2. Qualifications
		1. Qualifications of Administrative Assistant will be defined in the Personnel Policy Manual as each staff member will require different qualifications for the job requirements
	3. Election Process
		1. The Bethel Leadership Team as (defined in Section 1.2) has lead responsibility of establishing the process of selecting the Ministerial Staff
		2. The process will meet the following requirements:
	4. The Bethel Leadership Team shall bring to the consideration of the church only one name at a time.
	5. Election shall be by ballot, an affirmative vote of three-fourths (75%) of those present being necessary for a choice.
	6. The staff member, thus elected, shall serve until the relationship is terminated by his/her request or the church's request.
	7. 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.
	8. Key Objectives
		1. Support the pastor and other ministerial staff
		2. Perform the day to day operations of the church

2.3 Ministerial Staff

* 1. Responsibilities
		1. Responsibilities of Ministerial Staff will be defined in the Ministry Manual as each staff member will require different responsibilities for the job requirements
	2. 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
	3. 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.
	4. 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

2.4 Communications Analysis

* 1. Responsibilities
	2. Qualifications
	3. Election Process
	4. Term of Service

Financial planning and budgeting process and

By October of each year, the BLT, led by the pastor, will develop a plan of recurring as well as special focused ministries, events, etc. for the next calendar year.

Each Ministry Team leader will prepare a proposed budget for their area in alignment with the BLT established plan. The Staff Support Team leader will prepare the budget with the above input and submit it to the BLT for approval. This budget will consist of the following categories:

Paid staff compensation Total - 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 section ?????

Individual total planned budget for each of the ministry Teams – 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

After approval by the BLT, the Staff Support Team leader will submit the budget to the church body for approval in a scheduled church conference in November of each year

The BLT will select and submit to the church the BLT Team leaders for the next calendar year in September of each year

Need to add words that

**3.0 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

Scheduled church conferences:

 3rd Sunday in February – BLT presents a review of the past year’s activities

3rd Sunday in May – BLT presents and update on the year’s activities

3rd Sunday in September – review and approve the Bethel Leadership Team Leaders for the next calendar year

3rd Sunday in November – review and approval of annual plan and budget for the next calendar year

**moderator in all business meetings in keeping with Robert's Rules of Order Revised by Henry M. Robert, Copyright 1915.**

**Moderator**

**Regular ~~Business Meetings~~ – Church Conferences** held quarterly last Sunday evening of each quarter

Possible Agenda:

Staff and Ministry team objectives and progress

Financial Giving and budget update

Each ministry team leader provide report of objectives and progress along with attendance in their team area;

Chairman of Staff support team to facilitate and work with secretary to assimilate slides

**Special Called Church Conferences**

4.0 Church Discipline