Bethel Baptist Church

BYLAWS

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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:

A. The qualifications, roles, responsibilities, and structure of the Bethel Leadership Team and the membership of the team
B. 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 4. Church Conferences** of the Bylaws

Personnel Policy Manual – this document defines:

A. The details of the policies associated with the pastor not defined in the bylaws
B. The qualifications of paid staff positions
C. The job descriptions
D. The policies on vacation, holidays, and sick leave
E. 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 4. Church Conferences** of the Bylaws

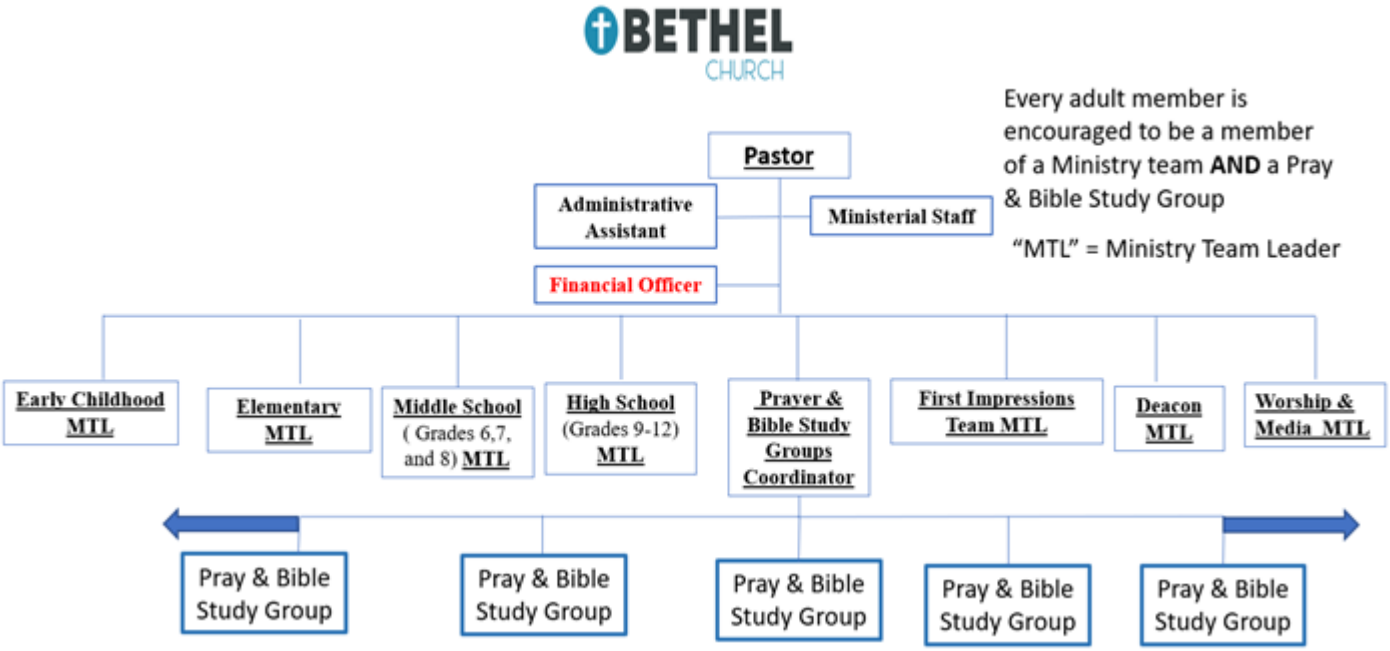
Ministry Manual – this document describes the details about church policies, procedures and organization charts depicting lines of responsibility in the administration of the church and how the various Ministry Teams as well as Prayer and Bible Study Groups function.

A. The level of detail of this manual will be determined by the Bethel Leadership Team.
B. It should have sufficient detail to ensure the teams understand their roles and responsibilities.
C. It should document the annual plan of ministries, activities, and events
D. It should establish the measures, goals, and the process to track and report progress
E. 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. 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. Individual Roles and Responsibilities

2.1 Bethel Leadership Team Leaders

The Bethel Leadership Team shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

2.1.1 Leaders

A. Pastor
B. Early Childhood Ministry Team Leader
C. Elementary Ministry Team Leader
D. Middle School Ministry Team Leader

E. High School Ministry Team Leader
F. Prayer & Bible Study Groups Coordinator
G. First Impressions Team Ministry Team Leader
H. Deacon Ministry Team Leader
I. Worship & Media Ministry Team Leader

2.1.2 Qualifications of Leaders

A. Be Covenant Member for a minimum of 6 continuous months and able to serve at least two years in the position
B. 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.
C. Be a regular attender to a weekly worship service
D. Be an active/regular participant in a Prayer and Bible Study Group
E. Be willing to develop a replacement leader for the area of ministry to ensure the ministry plans are continued
F. Have effective communication skills in person and with appropriate digital applications (i.e. email, phone and text)
G. Learn and use effective skills to efficiently and effectively lead meetings
H. Be skilled and willing to present the plans of the team in Church Conferences
I. Be willing to work closely with other Bethel Leadership Team leaders to reach consensus on the best use of people and financial resources as a team player and servant leader
J. Bethel Leadership Team leaders will be non- paid covenant members of the church
K. Be committed to attend regularly scheduled Bethel Leadership Team meetings

2.1.3 Election Process for Leaders except the Pastor and the Deacons

A. Nominated by the current Bethel Leadership Team and approved by the church.
B. Needs greater than 50% approval of covenant members present in a church conference as defined in **Section 4. Church Conferences** of the Bylaws.

2.1.4 Key Duties of Leaders

A. Provide strategic leadership to the church
B. 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
C. Each Ministry Team Leader will work together with the Bethel Leadership Team to enlist 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 Qualifications of Ministry Team Members**
D. Establish an annual plan at the team level of ministries, activities, and events in alignment with the church mission
E. 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
F. Team leaders working with the team members use the budgeted money in the best way to achieve the objectives of the team's ministry
G. Maintain a process of leadership development
H. The legal representatives of the church will be the Deacon Ministry Team Leader, the First Impression Team Leader, and the Church Financial Officer

I. The Bethel Leadership Team will appoint covenant members to represent the church along with the Pastor at Beaverdam Baptist Associational meetings. The Bethel Leadership Team can also appoint the pastor and other Covenant Members to represent the church at state and national meetings.

J. The Deacon Ministry Team Leader, working with the Pastor, will develop, no less frequent than annually, a performance plan for the pastor

K. 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

L. 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)

M. The Bethel Leadership Team, led by the Pastor, will develop, no less frequent than annually, a performance plan for each paid staff member

N. 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

O. Establish Key Objectives within their team and ensure the following guidelines are upheld:

i. Teams plan and conduct their ministry
ii. Teams do not plan activities and events for other teams
iii. 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 be in agreement and work together

2.1.5 Qualifications of Ministry Team Members except Deacons

a. Be a regular attender to a weekly worship service
b. Be an active/regular participant in a Prayer and Bible Study Group
c. Shall be a Covenant Member of Bethel Baptist Church
d. Persons regularly 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

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

2.1.7 Key Duties of Ministry Team Members except Deacons

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

2.1.1.A. Pastor

Role of Pastor

i. 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
ii. Shepherd the church through pastoral care
iii. With the help of the Worship and Media Team, leads the church in worship
iv. Gives direction and oversight to the work of the Bethel Leadership Team and other paid ministerial staff members

v. Ensures an intentional leadership development process is in place for both current and future leaders

Selection of the Pastor

i. 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

ii. 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 Covenant Members in attendance at the church conference for this choice.
3. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.

Pastor Performance Review - See section 2.1.4.J

Vacating of the Pastor

i. The pastor may relinquish the office as pastor by giving proper notice as outlined in the Personnel Policy Manual at the time of resignation.

ii. 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 4. 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

Purpose of the Team

i. Conduct and lead all ministry and discipleship activities done by Bethel for the Early Childhood age group (birth – Pre-K5)

Duties of the Team

i. 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

ii. Have a process to lead the children into an age appropriate level of spiritual maturity

iii. Have age appropriate worship and discipleship activities during the worship service(s)

2.1.1.B.1. Bethel Learning Center

Purpose

i. 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

Duties

i. Provide a safe and loving environment where children can grow:
   1. Spiritually
   2. Mentally
   3. Physically
   4. Emotionally

ii. Provide children with opportunities for success which will promote the development of independence and a positive self-concept

iii. Maintain a Handbook that is available to any Covenant Member of the church

Hiring of the Staff

i. Director
   1. Will be a Covenant Member of Bethel Baptist Church
   2. Nominated by the Early Childhood Ministry Team Leader and elected by the Bethel Leadership Team

Teachers and other Staff

i. Selected by the Director and Early Childhood Ministry Team Leader

ii. 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

Purpose of the Team

i. Conduct and lead all ministry and discipleship activities done by Bethel for the Elementary age group (Kindergarten – Grade 5)

Duties of the Team

i. 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

ii. Have a process to lead the children into an age appropriate level of spiritual maturity

iii. Have age appropriate worship and discipleship activities during the worship service(s)

2.1.1.D. Ministry Team - Middle School

Purpose of the Team

i. Conduct and lead all ministry and discipleship activities done by Bethel for the Middle School age group (Grades 6, 7 and 8)

Duties of the Team

i. 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

ii. Conduct discipleship training at a time that best works for those in the age group

iii. 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

iv. Have a process to lead the pre-teens into an age appropriate level of spiritual maturity

2.1.1.E. Ministry Team – High School

Purpose of the Team

i. Conduct and lead all ministry and discipleship activities done by Bethel for the High School age group (Grades 9, 10, 11, and 12)

Duties of the Team

i. 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
ii. Conduct discipleship training at a time that best works for those in the age group
iii. 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
iv. 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

Duties

i. Develop a process to train the Prayer and Bible Study Group Leaders how to lead the small groups
ii. Promote the establishment of Prayer and Bible Study groups ensuring that they are in alignment with the mission, core values and discipleship process
iii. Ensure a new member class is conducted
iv. Encourage groups to multiply disciples and participate in Ministry Teams
v. Coordinates the Prayer and Bible Study Groups
vi. 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
vii. Help visitors and new members find the right Prayer and Bible Study Group

F.1 Prayer and Bible Study Group Leaders

Purpose of the Team

i. Purpose of the Team will be defined in the Ministry Manual

Duties of the Team

ii. Duties of the Team will be defined in the Ministry Manual

2.1.1.G. Ministry Team - First Impressions Team

Purpose of the Team

i. Ensure all grounds and facilities are in proper condition and functioning to create a positive impression for all members and guests
ii. Leader will serve as the legal representative of the church along with the Financial Officer and the Deacon Ministry Team Leader

Duties of the Team

i. Conduct all activities to enable all members and guests to have a positive experience for regular and special worship services
    1. Welcoming, Security, Ushering
ii. Greeting and leading guests with children to the proper childhood ministry

iii. All signage throughout all facilities are placed before each worship service
iv. Opening and closing of all facilities after regular scheduled services
v. Develop a longer-term plan to maintain and upgrade facilities as needed to accomplish the long-range plans of the Bethel Leadership Team
vi. Members of the FIT Team will assist the administrative assistant with counting and documenting all contributions
vii. 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)
viii. Maintain the church library

2.1.1.H. Ministry Team - Deacon Team

Qualifications

i. Be a regular attender to a weekly worship service
ii. Be an active/regular participant in a Prayer and Bible Study Group
iii. 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
iv. Shall have proven themselves to have the scriptural qualifications found in 1 Timothy 3:8-13 and Acts 6:3
v. Must have completed the Ordination process consisting of a pre-ordination interview with the pastor and the deacons
vi. Be committed to attend regularly scheduled Deacon Ministry Team Meetings

Election Process

i. 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
ii. 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
iii. Those selected will be submitted to the church for approval by the deacon chairman in a church conference
iv. 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.

Key Duties

i. Leader will serve as the legal representative of the church along with the Financial Officer and the First Impressions Team Leader
ii. Leader will cosign checks when the Financial Officer is not available and perform other duties as necessary during the Financial Officers absence
iii. Support the objectives of the team under the leadership of the Ministry Team Leader
iv. Nurture church members who are not in Prayer and Bible Study Groups striving to get them connected to one of the groups
v. Pray for and support the Pastor and the Bethel Leadership Team

vi. Pay special attention to the sick, the widowers, the widowers, the needy, the distressed, and the inactive members
vii. Preparing for and conducting the Lord's Supper and Baptism ordinances
viii. Responsible for all aspects of bereavement and benevolence ministry for all church members
ix. The deacon ministry is not to 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
x. Deacons will be available for counseling and guidance as stated in Section 9. Discipline in the Constitution
xi. 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
xii. 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

Purpose of the Team

i. 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
ii. Lead the church to be passionate about worship and passionate about effectively bringing the message to all people
iii. Prepare the congregation to be open and receptive to hear the message

Duties of the Team

i. Assisting the pastor in leading all worship services
ii. Plan and lead all social media activities including the website, Facebook and all other media platforms
iii. Ensure the church networks and information technology equipment, software, including infrastructure, is maintained throughout the church
iv. Work closely with the First Impressions Team to keep a cohesive graphic design/brand among brochures, booklets, and any other documents related to the First Impressions Team
v. Work closely with the First Impressions Team to create a worshipful and safe experience for all worshipers from arrival to departure
vi. Stay relevant and adaptive within biblical parameters to best reach the community with a special focus on reaching the teens and young adults

2.2 Administrative Assistant(s)

Responsibilities

i. Support the pastor and other ministerial staff as defined in the Personnel Manual
ii. Perform the day to day operations of the church as defined in the Personnel Manual
iii. Attend and document the minutes of all scheduled Bethel Leadership Meetings (except personnel meetings) and church conferences keep track of all action items
iv. Maintains all official records and communications of the church

Qualifications

i. Qualifications of Administrative Assistant(s) will be defined in the Personnel Policy Manual

Hiring Process

i. 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

Responsibilities

i. 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
ii. Other Responsibilities of Ministerial Staff will be defined in the Ministry Manual as each staff member will require different responsibilities for the job requirements

Qualifications

i. Qualifications of Ministerial Staff will be defined in the Personnel Policy Manual as each staff member will require different qualifications for the job requirements

Election Process

i. The Bethel Leadership Team as (defined in Section 2.1) has lead responsibility of establishing the process of selecting the Ministerial Staff
ii. 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.

Term of Service

i. 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 4. 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 Financial Officer

Purpose

i. Ensure the financial resources are expended in accordance with the approved budget
ii. Ensures all appropriate tax laws are adhered to and legal obligations are met
iii. Will be the lead legal representative of the church and serve along with the First Impressions Team Leader and the Deacon Ministry Team Leader

Duties

i. Establish a purchase order system and ensure that purchase is in accordance with the approved church budget
ii. Cosign checks along with the administrative assistant
    1. The Deacon Ministry Team Leader will perform the duties of the Financial Officer when he/she is not available
iii. Work with the other members of the BLT to assemble the annual budget

3. Financial and Budgeting Process

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

3.1 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:

A. Paid staff compensation Total
    a. 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.
B. Individual total planned budget for each of the Ministry Teams
    a. 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

3.2 Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the church Financial Officer or Deacon Chairman in their absence and the Church Administrative Assistant(s) and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds shall be bonded through the church's insurance policy.

3.3 Fiscal Year

The church fiscal year shall run from January 1 to December 31.

3.4 Property Holdings

Property shall always belong to and remain in a fee simple to Bethel Baptist Church of Oakway, 160 Bethel Church Road, Westminster, South Carolina.

3.5 Financial Guidelines

A. The Ministry Team Leaders shall, with the consent of the majority of the Ministry Team and in agreement with the approved budget, be the only one who can authorize the Financial Officer to spend funds from that Ministry Teams budget.

B. Any items not budgeted shall require approval by the Bethel Leadership team and the church prior to the expense being incurred.

C. At no time can monies budgeted for a specific Ministry Team be spent for other Ministry Teams unless approved by the Bethel Leadership Team and the church as a change in the budget.

D. No Ministry Team can spend any money above that set in the budget without consent of the Bethel Leadership Team and the church.

E. The Bethel Leadership Team, led by the Financial Officer, will limit their Budget Proposal each year to the amount of income from donations, endowments, and collections which the church can expect for the current year and should be taken into consideration how well the budget was met for preceding years, what new expenditures are anticipated, and what revenues and balances are left to meet unexpected expenditures

F. The money allocated to a budgeted account is for use in that calendar year only and does not carry over to the next year.

G. Any Ministry Team making purchase that exceeds five hundred dollars ($500.00) must secure a minimum of two (2) bids and have the Bethel Leadership Team approval with the exceptions of fixed budgeted items (such as utilities, insurance premiums, etc.) and/or in the event an emergency situation arises that would hamper church ministries if not taken care of promptly (such as a damaged roof, ruptured water pipe, etc.)

H. No budget expenditures exceeding 10% of the allocated amount will be paid out in any one month without approval from the Bethel Leadership Team, except utilities, insurance, or VBS expenditures

I. The Financial Officer is authorized to accept contributions to church approved Funds only. Approved Funds are those established by the Bethel Leadership Team and approved by the church. When contributions are designated for other than church approved Funds, the Financial Officer will present the information to the Bethel Leadership Team. The Bethel Leadership Team will evaluate whether the designated contribution is in alignment with the Constitution, Bylaws and the plans short and long term that the church has. If the Bethel Leadership Team determines that a special fund should be established for it, they will propose to the church the establishment of a special fund to accept and use those funds.

3.6 Special Funds

Special Funds are those recommended by the Bethel Leadership Team and approved by the church. Each Fund will have a defined purpose and a guideline for the use of the monies in the fund. This purpose and guideline for use will be documented in the Ministry Manual. The Bethel Leadership will determine which Ministry Team Leader is responsible for approving the use of Special Funds monies.

4. 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 Worship Services

Shall be conducted on Sundays and on other times as determined by the Bethel Leadership Team under the leadership and direction of the pastor. Addition details may be documented in the Ministry Manual.

4.2 Scheduled church conferences will normally be as follows:

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

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

4.3 Moderator

A. 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
B. The Moderator will appoint a Covenant Member in attendance to document the actions taken in each Church conference

4.4 Special Called Church Conferences

A. The BLT may call for a special church conference when needed
B. 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
C. 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

5. Church Ordinances

5.1 Baptism

A. 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 who indicates a commitment to follow Christ as Lord
    1. Baptism shall be by immersion in water unless immersion is not physically capable as stated in the Constitution in section 7.1 Church Membership General
    2. The pastor, or his designee shall administer the baptism
        1. In the event of there not being a pastor, the Deacon Chairman will assume responsibility for appointing the person for conducting the Baptism Ordinance
    3. The Deacon Ministry Team, with assistance with individuals the deacons enlist for support, shall assist in the preparation and observance of baptism
    4. Baptism shall be administered as an act of worship during any worship service of the church

5.2 The Lord's Supper

A. The church shall observe the Lord's Supper at least once a quarter at a time chosen by the pastor and the deacons
B. The Deacon Ministry Team will oversee the Lord's Supper physical preparations
C. The pastor and deacons shall administer the Lord's Supper

6. Amendments

Changes in the Bylaws may be made at any regular church conference of the church provided each amendment shall have been presented in writing to all Covenant Members by all means possible at 14 days prior to the conference and copies of the proposed amendment/s shall have been furnished to each Covenant Member. Amendments to the Bylaws shall have a concurrence of a simple majority of those present at the church conference.

Approved in Conference May 5, 2019