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Church Officers

Section 1 – Pastor

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose of which at least two weeks public notice shall be given. A pulpit committee shall be appointed by the church to seek out a suitable pastor and their recommendations will constitute a nomination, though any member has the privilege of making other nominations according to the policy established by the church. The committee shall bring to the consideration of the church only one man at a time. Election shall be by secret ballot. An affirmative vote of 80% of those present being necessary for a choice. The pastor thus elected shall receive an indefinite call and shall serve until the relationship is terminated by his request or the church's request. He shall preside at the meetings of the church. He shall be ex-officio member of all committees and all church organizations. The pastor is responsible for leading the church in functioning as a New Testament Church. He shall have the welfare and oversight of the entire church at heart. The pastor will lead the congregation, the organizations and the church staff in performing their tasks. A major concern of the pastor is to perform pastoral responsibilities. He is to be the leader of worship, proclamation, education, and pastoral ministries.

The initial amount of the pastor's salary shall be determined by a vote of the church upon the recommendation of the personnel committee or budget committee. The salary shall be subject to revision from time to time in fair proportion to the prosperity of the church and after due consideration has been given to the needs of the pastor and his family.

The pastor shall be permitted to hold two revival meetings (one weekend per revival) each year outside the church (with the church paying for the pulpit supply in his absence). He shall also be permitted to hold one other revival (one weekend) with the pastor paying the pulpit supply during his absence. The pastor shall be permitted to attend the Indiana Baptist State Convention and the Southern Baptist Convention with the church paying all legitimate expenses.

When the pulpit is vacant by resignation, death or removal, the ordinances of Baptism and the Lord's Supper can be administered by: the interim pastor, if he is a member or any other ordained ministerial staff, or any member of our deacon body.

Terms under which the pastor may be dismissed from his responsibility:

- A. Failing to strictly adhere to the articles of faith.
- B. Committing acts which would bring disgrace to the church.
- C. Failing to abide by the authority of the church.

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Any complaint against the pastor must first be brought before the pastor and deacons in conference. He can only be dismissed at a special meeting after a conference with the pastor and deacons.

Section 2 – Ministerial Staff

As the church deems it necessary to call any ministerial staff, it shall do so through the personnel committee.

The pastor should always have whole-hearted support from such staff. He shall have the privilege of asking the church for replacement of any of the staff mentioned if it seems advisable for the well-being of the relationship of the pastor and people.

Terms of service and job description are to be made with the staff when such are needed and called for. The Pastor shall maintain a current organizational chart.

Section 3 – Non-Ministerial Staff

This church shall call or employ such staff members as the church shall need. The Pastor in consultation with the Personal Committee shall be responsible for determining these needs. A job description shall be written when the need for staff members is determined.

Section 4 - Deacons

Biblical Principles

In accordance with the meaning of the Word and the practice of the New Testament, deacons are to be servants of the church. They are to be zealous to guard the unity of the spirit within the church and to lead by an example through tithing. They shall serve with the pastor in all matters pertaining to the welfare and work of the church body.

Deacons are to work with the church in soul-winning and in counseling with the Pastor using such methods as the New Testament teaches. They are to have oversight in the discipline of the church in administering biblical principles which are to be guided by the passages set forth in Matt. 18:15-17; I Cor. 5:9-14; I Thess. 5:12 and I Tim. 3.

Duties

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The church shall maintain a current list of active deacons. The deacons on this list shall meet regularly each month with the time and date being decided by the deacon body. Special meetings can be called by the church itself, the pastor, deacons, or any church member seeing a definite need.

The chairman of this body shall be elected annually by the deacons through secret ballot. His name shall then be presented to the church for the final approval. The church may also submit the name of a deacon that it wishes to serve as chairman. The chairman shall only be eligible to serve for a period of two (2) consecutive years. He must wait one (1) year before he is eligible to again serve in this office. The chairman shall have the responsibility of presenting any recommendations and/or activities from this body to the church in its regular business session.

The clerk of this body shall be elected annually by the deacons themselves by secret ballot. He will be given the responsibility of recording and filing items of business for this body.

The vice-chairman of this body shall be elected annually by the deacons themselves by secret ballot. He will be given the responsibility of filling in for the chairman as necessary.

Active deacons should attend all regular and called meetings, but if circumstances prevent attendance, the chairman of the deacons shall be notified. Three (3) consecutive unexcused absences from the deacon's meetings shall automatically place the deacon on the inactive list without requiring any official action from the church.

They shall organize themselves into such committees as their wisdom may direct, whereby the entire membership may have the benefit of their oversight in Christ.

Each deacon shall confer freely with the pastor concerning matters of discipline. These situations will always be handled privately with spiritual wisdom.

The active deacons shall have the power to consult with inactive deacons for matters they deem necessary.

Inactive List

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Deacons will be placed on the inactive list when rotated off the active list. This list shall be in no special order, other than alphabetical. Time and age will be no factor in this listing. This list shall be kept both by the church clerk and clerk of the deacon body.

Reconciliation: It is the desire of the church that no deacon would ever have to be placed on inactive status because they did not attend deacon meetings. However, in the event that this did occur and the deacon later wanted to become active, he then would advise the deacon body he wished to be placed on active status. The deacon body would vote simple majority to receive the deacon back on the active list. This deacon would automatically be put on the active list after attending six (6) consecutive deacon's meetings.

The church shall have the power to place men on the inactive list as it may deem fit. For example, failure to be faithful in attendance to Sunday worship services and mid-week prayer services is cause for placement on the inactive list. A deacon may also request to be placed on the inactive list.

Deacon Search Committee

The church shall have as many deacons as may be deemed necessary. These deacons will qualify as the "Active Deacon List".

When more deacons are needed, the Search Committee will suggest names from the membership rolls. For consideration, a deacon must be a member of the church for at least six months before qualifying. These men will be studied by the committee, and will have proven their worthiness, qualifications, and cooperation to the church as set forth in the Bible.

When possible, this committee will be made up of both deacons and non-deacons. The pastor will serve as an ex-officio member. This will be a standing committee of the church, consisting of five (5) members with two members rotating off annually. If a special need necessitates an extension of their term, it will be approved by a 2/3 vote of all members of the church present and voting in the business session. Committee members shall be recommended by the deacon body unless the church desires to submit the names whom it wishes to serve on said committee. When vacancies appear for reasons other than rotation, they shall be replaced in the same manner as rotation members are nominated.

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A chairman shall be elected to serve for a one (1) year term with eligibility to serve two (2) consecutive terms. He must wait one (1) year before he is eligible to serve again. The duties of this committee will be to screen the male membership roll of the church, looking for prospective deacons, using the principles set forth in Matt. 18:15-20; 1 Cor. 5:9-13; I Thess. 5:12-14; and I Tim. the 3rd chapter. These men will be observed in the secrecy of this committee as they work and serve in the church. After a satisfactory period of observation and the committee being in agreement, then the committee shall meet with this man to explain the qualifications and duties of a deacon. The Pastor will be given an opportunity to meet with the prospective deacon and his family. Then the prospective deacon and his family shall be asked if they are willing to serve in this capacity. Should they desire, they shall be given a reasonable length of time for prayer and study of this matter before giving their reply. It is understood that the final selection will be made by a church-wide vote.

The committee will have the responsibility of preparing the ballots of prospective deacons using the names of men that have been decided upon. There shall also be a place left on the ballot for a "write-in" candidate should the church desire such an action. It will be the responsibility of this committee to work in strict confidence in all their discussion and works. They are charged to spend much time in prayer over these matters.

It shall be understood, that the church is under no obligation to accept any member from any other faith or another church as a deacon.

Pulpit Supply

In the case of absence or inability of the pastor, subject to advice from and in conference with him, the deacons will provide for the pulpit supplies. At no time shall any person be permitted to occupy the pulpit of this church who does not meet the consent of the pastor or deacons.

In any temporary period when the church is without a pastor, unless the church shall otherwise provide, the deacons (chairman leading) will arrange for the pulpit supply.

Section 5 - Trustees

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▲ The Committee of Trustees shall consist of twelve (12) members. ▲ Four of these shall be elected annually to serve for three years or until their successor shall be elected. The trustees will hold in trust the property of the church. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the Trustees to affix their signature to legal documents involving the sale, mortgaging, purchase, or rental of property or other legal documents where the signature of Trustees are required. This committee shall assist the church in matters related to property administration. The Trustees' responsibilities shall include such areas as maintaining all church properties, and recommending policies regarding use of properties.

The Trustees shall be authorized to spend a maximum of \$1,000.00 for each instance of repair or upkeep of church property or for the purchase of supplies without church authorization. If at any time the need arises to spend an amount in excess of \$1,000.00 not to exceed \$10,000, then with approval from the Pastor and with majority vote from the Trustees, said expenditures may be made without church authorization. ▲

Section 6 - Moderator

The moderator shall be the pastor. ▲ The church shall elect annually an assistant moderator. In absence of the pastor, the assistant moderator shall preside. In absence of the above forenamed it shall be the responsibility of the chairman of the deacons or in the absence of all these, the clerk shall call the church to order and an acting moderator shall be elected. If the above-mentioned are not present, a deacon may call the church to order, and an acting moderator shall be elected. If none of the above is present, the business session shall be delayed.

Section 7 - Quorum

The Quorum consists of those who attend the business meeting, provided it is a slated meeting or one that has been properly called.

Section 8 - Clerk

The church shall elect annually a clerk. The clerk shall keep a record of all the actions of the church. ▲ This person is responsible for keeping a register of the names of members with dates of admission, dismissal, or death together with a record of baptisms. The clerk shall issue letters of dismissal, voted by the church, preserve on file all communications and written reports and give legal notice of all minutes where such notice is necessary. ▲

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Should the church so desire it may delegate some of the clerical responsibilities to a church secretary. All church records are church property and shall be filed in the church office. All requests for termination of membership or action shall first be brought to the attention of the pastor and deacon body for consideration before any recommendation is made to the church.

Section 9 - Treasurer

The church shall elect annually a treasurer. It shall be the duty of the treasurer to receive and disburse authorized expenditures. The treasurer shall keep at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to provide to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. The treasurer's report shall be audited yearly by an auditing committee or public accountant. Upon delivery of the annual account at the end of each fiscal year, and its approval by the church, the records shall be delivered to the church clerk who shall preserve it as a part of the permanent records of the church.

The treasurer shall upon the election of a successor, at the completion of the fiscal report, deliver to the successor all books, records, and accounts. The books shall be open for inspection at all times, for legitimate purposes by any member of the church. The treasurer shall consider it a part of their responsibilities to promote in every proper way scriptural giving (with the tithe as the basic minimum) on the part of the entire membership of the church.

The treasurer should be a consistent tither. If an assistant is needed for purposes of counting money, etc., the church shall elect such a person or persons.

Section 10 - Financial Secretary

Any qualified member of the church may be elected to this office. The secretary shall receive the empty envelopes and these shall be given credit. The envelopes shall be kept for reference for a period of seven years. A monthly record can be provided if requested. The secretary shall also have the responsibility for preparing annual statements to all contributing members. These statements are obtained from the contribution envelopes. A notice shall be issued as to how these statements can be obtained.

Section 11 - Church Council

The primary functions of the council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the congregation the use of leadership,

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calendar time, and other resources according to program achievements in terms of church goals and objectives.

The council, unless otherwise determined by vote of the church, shall have as regular members the Pastor, Church Ministerial Staff, Sunday School Director, WMU Director, Baptist Men Director, Chairman of the Deacons, Chairman of the Trustees, the Treasurer, and church related elected officers may serve as ex-officio members.

All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval.