

CONSTITUTION AND BYLAWS
WINDOVER BAPTIST CHURCH

Revised and Adopted
March 6, 2019

CONSTITUTION

Preamble

We hereby establish this constitution to secure and preserve the principles of our faith, to govern the church body in an orderly manner, and to preserve the liberties of each individual church member as well as the freedom of action of this body in relation to other churches.

Article I

Name and Incorporation

This body of God's people is to be known as Windover Baptist Church and is incorporated as Windover Baptist Church, Inc. This corporation will be further referred to in this Constitution and Bylaws as the "Church" or "W.B.C." The church office is presently located at 311 Windover Rd, Jonesboro, AR. The church will have full power and authority to change the principle office from one location to another.

Article II

Objectives

The objectives of the church are as follows:

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with and minister unselfishly to as many people as possible in our church, community, and the world.

To be a worshipping fellowship that promotes a growing knowledge of God and increasingly meaningful relationships with God and fellow believers.

To exemplify Christ daily through a total commitment of life, personality, and possessions to the lordship of Christ.

Article III

Statement of Basic Beliefs

We affirm that the Holy Bible is the inspired, infallible word of God and is the basis for all our beliefs and practices. We believe the ordinances of the church are believer's baptism by immersion and the Lord's Supper. Furthermore, this church practices the doctrines taught in The Baptist Faith and Message as adopted by the Southern Baptist Convention (2000). <http://www.sbc.net/bfm2000/bfm2000.asp>

Article IV

Mission, Vision, and Core Values

Mission Statement: We strive to live and love like Jesus through worship, evangelism, discipleship, fellowship, and ministry. We are a multi-generational, all-inclusive church.

Vision: To build a family of devoted followers of Christ that worships God, shares Christ's love, and ministers to each other and to the community.

Core Values:

Bible Centered Preaching/Teaching: We strive to teach God's Word with integrity and authority so seekers find Christ and believers mature in Him.

Worship through Music: We desire to acknowledge and glorify God's supreme value and worth in our worship through music, which brings the worshiper into a life-changing, dynamic experience in the living God.

Warm Fellowship: We value mutual care for one another and strive to love and serve one another out of reverence for Christ and to maintain harmony through acceptance and forgiveness.

Godly Servant Leadership: We value Christ's model for ministry and leadership that is the role of a servant and expect servant-oriented leadership to be the goal of all who serve our church in leadership.

Giving/Tithing: We value our responsibility to be faithful stewards of all God has entrusted to us and we will give willingly and generously to build God's kingdom.

Intercessory Prayer: We believe that the attitude and action of prayer are essential to everything we do.

Faithful Service: We encourage all members to discover, develop, and apply their God-given gifts in serving and building up others.

Lost People: We believe lost people matter to God; and therefore, we will share the good news of God's salvation in Jesus Christ with everyone through our words and deeds.

The Poor: We are God's extended hands. We purpose, with vision and servant leadership, to increasingly learn to minister directly to the poor.

The Disenfranchised: We value all people and actively reach out to help each person find a place where they feel they belong in God's family.

Creativity and Innovation: The Bible does not tell us to use only certain styles of music or to present our message only through words. The Bible does make it clear, however, that we are to find ways to effectively bring the message "into all the world" in order to make disciples. We believe this will require careful scrutiny of everything we do - new practices and old - and a willingness to change when necessary within biblical parameters, in order that we, "by all possible means might save some."

Age-Group Ministries: We will strive to maintain age-group classes and ministries for all age groups, nursery through senior-adults. Our goal is to raise passionate followers of Christ.

Strong Families: God instituted the family as a place to experience an authentic loving community where family members are accepted, supported, mentored, and led to follow Jesus.

Article V Faith

The articles of faith of this church are as follows:

1. That the Scriptures of the Old Testament and New Testament were written by men divinely inspired by the Holy Spirit and that these scriptures are the only infallible rule of our faith the practice.
2. That there is only one true and living God revealed to us as the Father, Son, and Holy Spirit, who are the same in essence and are equal in every divine perfection.
3. That mankind was created holy, innocent, and happy and that by the disobedience of one man, sin entered into the world and death by sin passed upon all men for all have sinned.
4. That the only way of salvation is by grace through faith in the atonement and righteousness of Jesus Christ.
5. That it is the duty of all men everywhere to repent and believe on the Lord Jesus Christ for salvation or otherwise be lost throughout eternity.
6. That Christian baptism is administered only by immersion in water of believers in Jesus Christ in the name of the Father, the Son, and the Holy Spirit.
7. That there will be a resurrection of the dead and a judgment before God when all mankind will be judged according to their deeds; that the ones declared wicked before God will go into everlasting punishment, separated from God; and that the ones declared righteous by God will enter with Him into eternal life.
8. That the Christian ministry is a divinely appointed means for spreading the Gospel throughout the world and that it is the duty of all Christians according to their ability to contribute to its support.
9. That tithes and offerings finance the church.

Article VI

Form of Government

The governance of this church is vested in the membership of the church. All internal groups created and empowered by the church will report to and be accountable only to the church unless otherwise specified by specific church action. The membership will have authority over all action, finances, expenditures, and decisions within the church.

This church is subject to the control of no other ecclesiastical body but does recognize and sustain the obligations of mutual counsel and cooperation common among Southern Baptists.

BYLAWS

Sovereignty

Windover Baptist Church of Jonesboro, Arkansas, is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of the church.

Membership

Candidacy for Membership. A person may offer himself/herself as a candidate for church membership at any regular worship service by one of the following actions:

1. Profession of faith and the desire to be publicly baptized.
2. Promise of a letter from another Baptist church of like faith and order.
3. Restoration upon the candidate's verbal statement of a prior conversion experience and baptism in a Southern Baptist church when no letter is attainable.

A candidate is to be recognized by the church for membership at a regular worship service but is actually to be voted on at the next regular business meeting.

New Member Orientation. New members will receive materials and/or pastoral counseling that addresses the basic beliefs of our church, church government, and rights/responsibilities of membership.

Rights of Members. Each active member (except Watch-care members¹)

¹ A "watch-care" ministry is a program that allows believers from other congregations to connect with their ministry without requiring full membership. Watch-care programs allow others to identify with a church, participating in worship, discipleship, fellowship, evangelism, and

present at a business session is entitled to vote on all church business. Each active member who has fulfilled all the appropriate requirements pertinent to a particular office and/or place of service, may also be a candidate for elective offices and committees within the church.

Discipline. It is the practice of this church to emphasize to its members that every reasonable measure is to be taken to assist any troubled member. The pastor and deacons are to be available for counsel and guidance. The attitude of members toward one another is to be guided by a concern for redemption and restoration rather than punishment.

Should some condition/situation exist which appears to cause a member to become a liability to the general welfare of the church, the pastor and deacons are to take every reasonable measure to resolve the problem in accordance with Matthew 18: 15-18. If the problem is not resolved, a member may be excluded. To do so, the member is to be notified that such an action is being contemplated. An approval vote of two-thirds of the members present at a called business meeting is required to exclude a member. All such proceedings are to be conducted in the spirit of Christian kindness and forbearance.

The church may restore to active membership any person previously excluded by the church upon (a) a request from the excluded member, and (b) adequate evidence that the problem(s) leading to exclusion has/have been resolved. A majority vote of church members present at the business meeting in which the matter is reviewed is required to restore the excluded member to full membership in the church.

Removal of a Member's Name. A member's name is to be removed from the church roll in the event of one of the following circumstances:

1. Death of a member.

service, without transferring membership from their home church. Watch-care membership is designed to provide temporary, conditional, or unofficial association with a local church. Watch-care membership is very suitable for college students, military personnel, and people working a job requiring temporary placement.

2. A letter requested by another church of like faith and order and so ordered by W.B.C. in a regular business meeting.
3. Upon the request of the member to be removed from the membership roll.
4. Exclusion by action of the church noted in Matthew 18: 15-18.
5. Proof of membership in another church of any denomination.

Ordinances

Baptism. A person who professes Christ as Savior and Lord publicly in this church during a service invitation may be received for baptism.

1. Baptism is immersion in water.
2. The pastor or a person authorized by the pastor and recognized by the church administers baptism.
3. Baptism is administered as an act of worship.
4. Any person who professed faith in Christ in the church but who is not baptized after a reasonable length of time is to be counseled by the pastor regarding his/her decision. If negative interest on the part of the candidate is ascertained, he/she is to be deleted from the list of those awaiting baptism.

The Lord's Supper. Christians partake of the Lord's Supper to proclaim Jesus' death and resurrection. The church observes this ordinance at least four times each year. The pastor, deacons, and the Lord's Supper Committee may determine if and when additional observances are to be conducted. The pastor and deacons administer the Lord's Supper.

Church Programs

All programs initiated in the church have as their bases the three functions of the 1st Century church: worship, missions, fellowship. All fellowship activities outside the usual functions of the church have as their primary goals to reach the unreached and teach the saved. All church programs are under the authority and direction of the church and strive to interpret and undergird the work of the church and the larger work of the denomination.

Sunday School. The Sunday School is to fulfill the additional following responsibilities:

1. Teach the Bible.
2. Evangelize.
3. Explain the importance of church membership and encouraging non-members to join the church.
4. Minister to Sunday School members and keep the Pastor informed about all matters where pastoral ministry would be important and is traditionally rendered.

Church Member Training. The church training organization serves as the training unit of the church by accomplishing the additional following tasks:

1. Equip church members for discipleship and personal ministry.
2. Teach Christian theology/Baptist doctrine, Christian ethics, Christian history, and church policy and organization.
3. Equip church leaders for service.

Mission Education. The mission-education program is to accomplish the additional following tasks:

1. Teach missions.
2. Engage in mission action and personal witnessing.
3. Support missions.

Church Music Program. The church music program is under the direction of a church-elected music leader, who works under the supervision of the pastor. The director is responsible for music education, training, and worship involvement of the church. The following are the additional tasks of the music ministry:

1. Provide musical experiences in congregational service that are Biblical, doctrinally sound, and acceptable in worship.
2. Develop music skills, attitudes, and understandings.
3. Witness and minister through music.

Church Meetings

Worship Services. The church meets each Sunday morning, Sunday evening, and Wednesday evening at times designated by the church. Except in emergencies where inclement weather may be a factor, deviation from this schedule is to have prior church approval. Other worship services such as revivals and concerts are also to have prior approval by the church body and be placed on the master church calendar.

Business Meetings. The church holds regular business meetings on the third Wednesday of each month. Business matters may be considered at regular business meetings and/or at special called meetings. At such meetings, the church may only consider the business items previously announced (a) at the Wednesday service occurring one week prior to the regular or special called business meeting and (b) in the bulletin for the Sunday morning and evening services occurring within the calendar week that the regular or special called business meeting is scheduled. The bulletin notice should include the agenda, date, and time of the meeting. An exception to these notifications can be made when extreme urgency renders such notices impractical.

A quorum consists of all active church members attending the business meeting. *Robert's Rules of Order* serves as the parliamentary guide for business meetings.

Financial Policies

1. Tithes and offerings are the primary modes of giving.
2. The church annually elects a treasurer, assistant treasurer, and a finance committee.
3. The annual budget, which runs from January 1 through December 31, is constructed by the finance committee. Preparation begins in September, and presentation to the church for adoption occurs in December.
4. All fixed budgeted funds such as salaries, utilities, literature, etc. are administered by the treasurer.
5. Variable budgeted funds for specific groups (i.e. children, youth, Women on Missions, decoration committees, etc.) are administered by those appointed by the church to lead these ministry areas.

6. Special offerings for revivals, concerts, youth, and mission opportunities are recommended for approval to the church by the finance committee.
7. Before donated designated monies can be received, the finance committee is to recommend acceptance of such funds to the church body for approval. If such monies are given in an offering, the treasurer is to hold the donations in escrow until the completion of the acceptance approval process. Standard offerings such as Annie Armstrong, Dixie Jackson, and Lottie Moon mission offerings that are recommended by the Women on Missions are exempt from this approval process.
8. Before donated items such as furnishings, musical instruments, landscaping materials, etc. can be received, the finance committee is to recommend acceptance of such items to the church body for approval.
9. Before fund raising activities can be conducted, the finance committee is to recommend approval for such activities to the church body for approval.
10. Individuals purchasing items for which they expect reimbursement must have prior approval from the appropriate committee and/or church officer.

Church Officers

Officers of this church are (in alphabetical order) the assistant treasurer, clerk, deacons, moderator, pastor, treasurer, and trustees and are elected by a two-thirds (2/3) majority of voting members. There is no term-limit in regard to any church office.

Assistant Treasurer. The assistant treasurer, elected annually, may sign checks in the absence of and/or the inability of the treasurer to function.

Clerk. The clerk, elected annually, has the following duties:

1. Record and report business-meeting minutes
2. Maintain the church membership roll.
3. Request and send church letters regarding membership.
4. Prepare and send the annual church letter to the local church association and the state convention.

Deacons.

Spiritual and ethical qualifications for deacon service are as set forth in the following scriptures: I Timothy 3:8-13 and Acts 6:1-7.

To enable the pastor and staff to focus on prayer and the ministry of the Word, deacons are to be spiritual examples by attending to the following responsibilities:

1. Comforting the sick, the poor, and the lonely.
2. Attending to the spiritual needs of individuals and the congregation.
3. Promoting unity and sound doctrine within the church.
4. Implementing a Deacon Family Ministry, in which each deacon ministers to a group of church families. (This service is in addition to that provided by the church's Benevolence Committee and Outreach Committee.)
5. Assisting the pastor in the administration of the Lord's Supper.

Deacons are also to set the example of giving, church attendance, participation, and witnessing for Christ. Failure to do so could disqualify one from deacon service.

The Personnel/Nominating Committee, in consultation with the pastor and deacons, recommends deacon candidates to the church for approval. To be a candidate, the man must have been a member of Windover Baptist Church for at least one year. A candidate who has not already been ordained as a deacon will participate in the church's ordination service that is based on Acts 6:6.

The deacon body consists of all ordained deacons in good standing with the church. They elect their own officers. If the deacon body comes to the conclusion that number of deacons in the church becomes greater than is necessary to fulfill the required services, the church is to rotate the deacons who are active. At the beginning of the each denominational year (September 1st – August 31st), the church body is to designate an active group of deacons who are to perform duties for the entire deacon body.

As is the case with church committees, the deacon body may make recommendations to the Finance Committee.

Moderator.

The moderator, elected annually, performs the following duties:

1. Opens the business session at the time at which the assembly is to meet by taking the chair/podium and calling the members to order.
2. Announces the business before the assembly in the order in which it is to be acted upon.
3. Recognizes members entitled to the floor.
4. States and puts to vote all questions, which are regularly moved, or necessarily arise in the course of the proceedings.
5. Announces the result of the vote.
6. Assists in the expediting of business in every way compatible with the rights of the members and parliamentary procedures.
7. Enforces on all occasions the observance of order and decorum among the members.

The moderator may as needed appoint a pro tempore moderator. If the moderator due to some unforeseen circumstance is incapacitated and cannot make such an appointment, the Personnel and Nominating Committee shall recommend a candidate to the church for approval.

Pastor. The pastor is the leader of pastoral ministries in the church, including worship. As the chief administrator of the church office, he oversees the office's expenditures and daily operation and performs the following duties:

1. Leads the church in the accomplishment of its mission.
2. Proclaims the Gospel to believers and unbelievers.
3. Renders pastoral care to members of the church and, where and when appropriate, to members of the community.
4. Interprets and undergirds the work of the church and denomination.

A pastor deemed to meet the requirements noted in I Timothy 3:1-7 and Titus 1: 5-9 is chosen and called by the church to serve an indefinite period when a vacancy occurs. The office of pastor is considered vacant when one of the following occurs:

1. The pastor relinquishes the office by giving at least a two-week's notice of such contemplated action to the church.
2. The church declares the office to be vacant by employing the following guidelines:
 - a. Both the personnel/nominating committee and the deacons must independently agree to recommend to the church that the office of pastor be declared vacant.
 - b. In such an event, the chairperson of the personnel and nominating committee is to call for a special meeting of the church body to consider that recommendation. One week prior to said meeting, the special meeting is to be announced in the Sunday morning service and the bulletin, the Sunday evening service, and the Wednesday service.
 - c. At the special business meeting, the vote to declare the office of pastor vacant is by paper ballot. A majority vote of the members present is necessary to declare the office vacant.
 - d. In such event, the church is to compensate the pastor justly.
3. Upon the declared vacancy, the Personnel and Nominating Committee has the responsibility to seek another pastor. Said committee is responsible for keeping the pulpit supplied during the interim. The committee's recommendation to the church constitutes a nomination for a succeeding pastor. However, other procedures at that time may also be considered along with this charge to nominate a pastor to be brought before the church in view of a call.

Treasurer. The church annually elects the church treasurer. The duties of the church treasurer are as follows:

1. To receive, preserve, and pay out, upon receipt expenditures of the church approved by the church or vouchers approved and signed by authorized personnel from all appropriate monies received into the treasury of the church.
2. To keep itemized accounts of all receipts and disbursements of the preceding month.

Trustees. The church annually elects three or more trustees to serve as legal officers of the church who hold in trust the church property. Upon a specific vote of the church authorizing each individual action, they have power to buy, sell, mortgage, lease, or transfer any church property. When signatures of the trustees are required, they will sign all legal documents involving the sale, mortgage, purchase, or rental of church property. They also will sign any other legal documents related to church-approved matters.

Church Committees

Committees serving this church are standing and special committees as authorized by the church. In order to activate a committee, its written purpose(s) and specific responsibilities are to be approved by the church.

The pastor may appoint ad hoc committees. The term of service for any special/ad hoc committee is set forth when the church approves and elects the committee.

Standing-committee members serve on a five-year rotating basis. Each member leaves the committee after serving five calendar years (January 1-December 31) and is eligible for reappointment after one year. Each committee elects a chairperson annually.

Meetings of special/ad hoc committees, standing committees, deacons, and trustees are to be announced in the church bulletin unless urgency renders such notices impractical. Meetings are open to all church members. The committee members are to recognize their fellow church members as guests, who may—with permission of the committee chair/moderator— participate in a manner and time as deemed appropriate by that chairperson. Executive sessions can be convened if the

committee/body, etc. needs to discuss a sensitive issue in regard to an individual(s).

A committee may bring recommendations to the church for approval in the following manner:

1. The recommendation(s) are to be announced (a) at the Wednesday service occurring one week prior to the regular or special called business meeting and (b) in the bulletin for the Sunday morning and evening services occurring within the calendar week of the regular or special called business meeting at which the recommendation(s) are to be considered. The bulletin notice should include the agenda, date, and time of the meeting.
2. Recommendations that involve church funds are to be approved by the Finance Committee prior to presenting them to the church body for a vote.

As is the case with the deacon body, any committee may make recommendations to the Finance Committee.

Church Council. The Church Council meets at least quarterly and serves the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church.

Specific Responsibilities:

1. Recommend goals and objectives to the church for adoption annually.
2. Determine annually to what extent the adopted goals and objectives have been accomplished.
3. Review and coordinate ministry and program plans recommended by church officers and committees.
4. Maintain the master calendar and ensure that there are no schedule conflicts.

The Church Council consists of the chairpersons of each of the standing committees, the chairman of the deacons, and program directors of the Women on Missions, Senior Outreach, and music. The pastor and other staff are ex officio, non-voting members.

Standing Committees. Descriptions and responsibilities regarding the following standing committees are in Appendix I of this document.

Baptismal Committee.

Benevolence Committee.

Buildings and Grounds Committee.

Children's and Youth Committee.

Decorations Committee.

Finance Committee.

Hospitality and Bereavement Committee.

Lord's Supper Committee.

Media Committee.

Nursery Committee.

Outreach Committee.

Personnel and Nominating Committee.

Transportation Committee.

Amendments

Proposals to amend the *Constitution and Bylaws of Windover Baptist Church* may be made at any regular or special called business meeting if the change has been announced and a written copy of the change has been provided in (a) the Wednesday service occurring one week prior to the regular or special called business meeting and in (b) the Sunday morning and evening services occurring within the calendar week of the regular or special called business meeting. In the event such a proposal is made, a five-member ad hoc committee of active church members is to be appointed to assess the proposal and make a recommendation to the church at another business meeting within a two-month period. A two-thirds vote of the members present at the business meeting in which the proposal is considered is necessary to approve the amendments/changes.

APPENDIX I STANDING COMMITTEES

BAPTISMAL COMMITTEE

The Baptismal Committee, consisting of at least five members, is to insure the provision of appropriate, well- maintained facilities, equipment and materials necessary for Baptism; to assist the candidates in preparing for their baptism; and to assist the pastor in administering the ordinance.

Specific Responsibilities:

1. Coordinate with the pastor in determining baptism dates and times.
2. Ensure that all necessary baptismal garments, supplies, equipment and facilities are available and in order, prior to each baptismal service. This includes ensuring that the baptismal pool is properly filled and that the temperature is at the desired level. (This may be assigned to a qualified volunteer if necessary).
3. Assist the candidates into and out of the pool, guide them to their dressing rooms, and provide them as much privacy as possible.
4. Assist the pastor as needed during baptismal time.
5. Perform clean-up duties as needed following the baptism.
6. Conduct regular inspections of the baptismal facilities and equipment.
7. Arrange for baptismal garments to be washed, mended or replaced if necessary, for the next service.

*Two members will be women and two will be men. The fifth member may be either.

THE BENEVOLENCE COMMITTEE

The Benevolence Committee, consisting of at least three members, is to address requests for financial assistance and to render help at its discretion and within the limits authorized by the church.

Specific Responsibilities:

1. Address requests for financial assistance and determine what is needed.
2. Survey and determine available community agencies for assistance.
3. Work with other groups in the church to avoid overlapping assistance.
4. Provide assistance within the committee's guidelines and budget line within the church's general fund.

Guidelines:

1. Priority will be given to members of the church (Romans 12: 13), although persons outside the church may also receive assistance.
2. When a member of the church reports that an individual is in financial need or when a request for financial help is made of the committee, the committee has the authority to act when at least two of the three committee members agree.
3. The committee has authorization to spend the budgeted amount each year without a vote of the church. Efforts should be made not to overspend in a particular month in order to assure that funds are available throughout the year.
4. The committee has authorization to assist a particular person or family up to \$250 during a church year without church approval. Any additional funding beyond this amount requires approval by the Finance Committee. A benevolence committee member needing assistance will make a request directly to the Finance Committee.
5. The committee has authorization to pay utility bills, buy groceries, pharmacy, gas, assist with places to live, pay on rent, etc. for people in need. In most cases, the policy should be observed that no money is given directly to individuals.
6. The committee may offer spiritual and/or financial counsel when deemed necessary.
7. No separate bank account will be set up for the benevolence committee.
8. The committee will complete a form that provides of a record of the request and the action of the committee. All requests and forms will be kept confidential by the committee and retained by the committee's chairperson.
9. The committee has the discretion to obtain from persons disclosures of income including government assistance, food stamps, as well as disclosures of other assistance that has been requested/received from other churches and/or other organizations such as the Salvation Army.
10. No special benevolent offerings will be taken without church approval and under only extreme, exceptional circumstances. If/when such offerings are approved, they are not conflict with mission offerings such as Annie Armstrong, Dixie Jackson, and Lottie Moon. Any checks received from individuals designated as a special gift for an individual or family should be made out to the church and designated for benevolence in accordance with IRS guidelines. The church treasurer will record such checks.

BUILDINGS AND GROUNDS

The Building and Grounds Committee, consisting of five members, shall have general charge of the management and maintenance of the grounds and buildings and make recommendations pertaining to this responsibility to the church for approval.

Specific Responsibilities:

1. Initially each new Building and Grounds Committee should conduct a walk-through inspection of all church building and grounds, noting any areas of deficiency and inspecting church equipment. This committee should make short and long-range plans for correcting areas of deficiency including the repairing, replacing, and/or

- updating of equipment. Thereafter, the chairperson or his/her designee should conduct similar monthly walk-through inspections.
2. Review and maintain all applicable contracts, warranties, service-provider agreements.
 3. Consult with the Finance Committee to establish expense limits on repairs, maintenance, equipment replacements.
 4. Consult with the treasure to ensure that a procedure is in place for the review, approval, and submission of bills treasurer.
 5. Consideration for repairs and maintenance should include professional service providers, WBC-maintenance person, current WBC contracted employees, church-wide workday events.
 6. Obtain bids for work to be done. Contracts may have been entered into from time to time for various church needs such as air conditioning, security systems, janitorial, equipment maintenance, yard maintenance and other areas of need as the church needs dictates. Follow-up on these contracts to see that the work is being completed per the contract. Make necessary calls when repairs are needed and see that they are preformed properly and in a timely manner.
 7. Supervise/develop a good working relationship with contract supervisors and contract personnel to insure work is being done properly and the church's best interests are being served.
 8. Maintain a system to ensure that all church properties are secured/locked when not in use and unlocked for use at appropriate times. This would include all church activities. (The church staff opens and closes the church during normal weekly business hours but should not be expected or called upon by church members to come open the church properties after hours. A designated B&G member should address after-hour requests.)
 - a. To see that the church security system is turned on and off as deemed appropriate and that the "call list" is maintained and current at all times with the security company.
 - b. To see that the church heating and cooling systems are working properly, the temperature is set appropriately, and the systems are on and off as deemed appropriate.
 9. Develop and maintain an inventory system of church equipment and replace items as needed.
 10. Maintain a system by which church members can report problems and make suggestions.
 11. Develop a system to have trash receptacles available on appropriate day for trash pickup and return receptacles to proper location when finished.

CHILDREN'S AND YOUTH MINISTRY COMMITTEE

The Children's and Youth Committee, consisting of five members, is to be responsible for planning, promoting and implementing a comprehensive ministry to children in nursery through 6th grade and to youth in grades 7-12.

Specific Responsibilities Pertaining to Children:

1. Plan periodic activities for children, coordinating them through the Sunday School director/teachers, AWANA Directors, Children's Choir leaders and VBS Director.
2. Provide assistance as needed and requested to the leaders of the children's ministries listed above.
3. Encourage and attempt to involve the parents of children in one of the ongoing ministry programs to children.
4. Consider and recommend the purchase of supplies and equipment.
5. Consider and make recommendations about any space used in the children's ministries.
6. Make recommendations to the church concerning the development of a child protection policy.

Specific Responsibilities Pertaining to Youth:

1. Meet with the appropriate staff person to identify and share ministry goals, to plan, and to develop ministry activities and events.
2. Be available to provide direct assistance to staff as needed.
3. Exercise due diligence and care to provide adequate supervision of all youth activities.
4. Carefully screen all venues, volunteers, and activities associated with the youth ministry to insure the safety and protection of the youth.
5. Communicate and coordinate with other committees as needed.

DECORATION COMMITTEE

The Decoration Committee, consisting of five members, is to decorate the sanctuary and foyers of the church.

Specific Responsibilities:

1. Lead in making decisions regarding the interior worship area and foyers.
2. Create and/or purchase floral arrangements as needed for the foyers and sanctuary.
3. Purchase table coverings, placemats, etc. as needed for special occasions.
4. Change arrangements, wreaths, and other decorative items by seasons.
5. Plan and oversee church decorations for holidays and special occasions, such as Christmas, Easter, 4th of July, and Thanksgiving.
6. Decorate tables in the fellowship hall for church-wide fellowship meals and for special occasions.

7. Remove and store all decorative items immediately after their use. Store linens and table coverings in the storage room or kitchen cabinets; store floral and decorative arrangements in the storage room.
8. Be aware of the use of decorative items by other committees and groups in the church and provide directions for their care and storage of the decorative items when asked to do so.
9. Lead in clearing out and organizing the storage areas as needed.

Guidelines:

1. The committee will make purchases for the programs of the church, such as small gifts for Mother's Day, Father's Day, Veteran's Day, and candles for the Advent services. These purchases will be general church expenses, brought to the church finance committee for approval separately, not from the committee's annual budget.
2. The committee gives church members opportunities to participate in the decoration of the church. For example, members may purchase Christmas poinsettias and Easter lilies in memory or in honor of loved ones; and whenever possible, the committee allows the children and youth to participate in decorating the church.
3. Where space has "multi-use" by other ministering groups, such as children and youth, music, senior adults, and denominational promotions, and special events, the committee will not move things, replace, or take things down without first consulting with the representative ministry/group. Every effort will be made to work with and be considerate of others who use common space in the church.
4. Spaces, such as Sunday School rooms, will be the responsibility of those using the space, unless the individuals elected by the church using the space request assistance from the committee or individual members of it.
5. Any decorations for events such as weddings, funerals, anniversaries will be done through a "private" arrangement and only upon request. In such cases, special decorations will be purchased by the family/group rather than by the committee from their budget.

FINANCE COMMITTEE

The Finance Committee, consisting of five members, is to address all matters of church finance and make recommendations as appropriate to the church for approval or disapproval.

Specific Responsibilities:

1. In preparation of the budget, the finance committee will annually obtain funding requests from the chairs/heads of all church organizations, church officers, committees, and other staff members.

2. Plan, recommend, and promote the annual church fiscal budget. Planning should begin in September in order for adoption to occur in December.
3. Coordinate and communicate with any other applicable committee such as personnel for their input regarding salaries.
4. Administer the budget and all spending in accordance with the financial policies of the church.
5. Provide a complete financial statement to the church at the regular business meetings.
6. Communicate regularly with and provide necessary oversight of the duties of the church treasurer, whose duties are as follows:
 - a. To serve as a non-voting ex-officio member of the Finance Committee
 - b. To receive, preserve, and pay out, upon receipt expenditures of the church approved by the church or vouchers approved and signed by authorized personnel, from all appropriate monies received into the treasury of the church
 - c. To keep itemized accounts of all receipts and disbursements of the preceding month
7. Two members of the Finance Committee will act as counters who assist the treasurer in counting receipts, securing collections at the conclusion of services, and making bank deposits.

HOSPITALITY AND BEREAVEMENT COMMITTEE

The Hospitality and Bereavement Committee, consisting of at least five members, shall conduct all receptions, banquets, and funeral meals.

Specific Responsibilities:

1. Plan and conduct all church-hosted meals, receptions, birthday celebrations, baby showers, wedding showers, etc.
2. Schedule all activities in advance and make sure they are on the master calendar.
3. Plan expenses and present them to the finance committee.
4. Plan reception events in appropriate situations, such as when people move away, etc.
5. Work with the VBS leadership in planning the reception for family night at VBS.
6. Plan special events, such as Christmas banquets, Valentine banquets, and assist with any WBC organization when needed.
7. On the day of a funeral, provide and serve food to the bereaved family and their relatives. Should the family decline the meal at the church, the committee may take food to the home. *
8. Send flowers and a card to the family of the deceased.
9. Ensure that the kitchen is continually stocked with items necessary to fulfill this committee's specific responsibilities.

*This ministry serves the family of a deceased church member and in the event of the death of a WBC member's spouse, father, mother, sister, brother, or child.

LORD'S SUPPER COMMITTEE

The Lord's Supper Committee, composed of five members, is to facilitate the offering of the Lord's Supper in compliance with the church bylaws.

Specific Responsibilities:

1. Consult with the pastor and church bylaws in developing dates when the ordinance will be observed throughout the year.
2. Maintain an adequate inventory of materials and supplies.
3. Determine material- and- supply needs and order them accordingly.
4. Ensure that all materials are available and in place prior to each observance of the Lord's Supper.
5. Gather, clean, and store all equipment after each observance of the Lord's Supper.

MEDIA COMMITTEE

The Media Committee, consisting of at least five members, is (1) to provide audio-visual support to church services and other functions and (2) to provide a church presence in social media, print, and/or television media.

Specific Responsibilities:

1. Train and provide sound committee members to operate the audio-visual systems as needed for church events.
2. Execute a maintenance and inventory program for upkeep/replacement of the equipment.
3. Recommend changes to the audio-visual systems as needed.
4. Coordinate and communicate with the Building and Grounds Committee as needed.
5. Coordinate and communicate with the pastor, minister of music, and providers of special music regarding their audio-visual needs during services and rehearsal sessions.
6. Maintain current messaging on the church sign.
7. Annually construct and present a media public-relations plan to the church for approval (i.e. website, Facebook, Twitter, Instagram, etc).
8. Execute the annual media public-relations plan that the church approves.

NURSERY COMMITTEE

The Nursery Committee consists of two members whose ministry focuses on babies and their parents.

Specific Responsibilities:

1. Recruit and train volunteers to serve in the nursery.*
 2. Organize the nursery and ensure its cleanliness and safety.
 3. Develop, post and enforce nursery policies.
 4. Routinely inspect nursery equipment, toys and supplies.
- a. Report repair and maintenance needs to appropriate persons/committees.
- b. Restock supplies as needed.
5. Obtain and keep a library of picture books and music/songs on cassettes, DVDs or CDs for use in the nursery.
 6. Maintain a current list of church-approved nursery caregivers with names/addresses/phone numbers/email addresses.
 7. Schedule nursery caregivers for every service and special church-wide events in which nursery care is needed.
 8. Collect and launder used crib sheets weekly.
 9. Clean/disinfect dirty toys as necessary.
 10. Oversee budget and expenditures for the nursery ministry.

*All nursery volunteers/workers must be nominated by the Personnel and Nominating Committee and subsequently be approved by the church.

OUTREACH COMMITTEE

The Outreach Committee, consisting seven members, is to reach out to visitors, the sick, and church members who seemingly are becoming inactive in that they are missing church services, and also to assist the pastor with the visitation program.

Specific Responsibilities:

1. Contact via cards and/or phone individuals who have completed a visitor's card.
2. Contact individuals who have missed church for three or more Sundays.
3. Contact church members who are ill and/or have ill family members.
4. Assist, when needed, the church clerk to keep the church directory updated annually. A revised edition should be available on January 1st each year.
5. Assist the pastor with the visitation program.
6. Administer the active/inactive church bylaw noted in the "Discipline" subdivision of the "Membership" section of the church bylaws.
7. Provide goodie baskets to hospital patients.*

*This ministry serves hospitalized church members.

PERSONNEL AND NOMINATING COMMITTEE

The Personnel and Nominating Committee consists of seven members, one of whom is the chair of the deacon body. The committee is to, as needed by the church, (1) nominate individuals to

serve on committees and in teaching positions, and (2) make employment recommendations to the church regarding paid staff positions inclusive of pastor.

Specific Responsibilities:

1. In collaboration with the pastor, recruit, interview, and recommend to the church individuals who are paid staff/workers.
2. Prepare job descriptions for use in interviewing, instructing, and evaluating all paid staff/workers.
3. Prepare in conjunction with the Finance Committee the salary program, employee benefits, and work schedule of paid staff/workers.
4. Obtain—if the church finds itself without a pastor—the services of a person or persons to fill the pulpit as needed, either on a temporary or permanent basis. In the case of an interim pastor or a permanent pastor, the committee shall submit the name of its selection to the church for election.
5. Assist the pastor as needed in matters of staff oversight.
6. Review annually the Constitution and By-Law requirements concerning job descriptions and church committee responsibilities.
7. Consider on a case-by-case basis whether or not a WBC member should serve on more than two committees at a time and/or whether or not a member should teach Sunday School. No husband and wife should serve on the same committee at the same time. Other immediate, familial relationships should be avoided if possible.
8. Determine the composition of committees, unless specifically defined in the Constitution and Bylaws.
9. Present annually to the church nominations for Sunday School teachers no later than July 1st.
10. Schedule a committee organizational meeting to insure that committees are organized and are aware of their responsibilities no later than December 31st.
11. Solicit year-end reports from all committees to be presented to the church no later than December 1st.
12. Shall, if requested, be prepared to count, record, and report the result of ballots and/or votes cast by the membership, in order to conduct the business of the church.
13. Shall be responsible for filling any vacancies occurring within a committee during the calendar year.
14. Shall determine the need for establishing new committees or modifying existing committees and then submit recommendations regarding these changes to the church for a vote.

TRANSPORTATION COMMITTEE

The Transportation Committee, consisting of at least three members, is to participate in the church's outreach mission by providing transportation assistance for individuals and groups attending church functions.

Specific Responsibilities:

1. Provide routine maintenance and other repairs as needed to insure the vehicle is in safe operating condition.
2. Develop and/or maintain a procedure to coordinate the use and scheduling of the bus through the church office.
3. Ensure that the “Use Request Form” and “Trip Report Form” are being utilized.
4. Purchase vehicle tag each year. Affix tag to vehicle and put the paper work in the bus.
5. Monitor the general cleaning by user parties and schedule a thorough cleaning (washing, waxing and vacuuming) on a periodic basis.
6. Establish driver–qualifications based on the “Driver Selection Guidelines” provided by the vehicle insurer.
7. Verify that all drivers are church approved and have completed the necessary documents to be listed as a covered driver on the church insurance policy.
8. Review the vehicle insurance information on file in the church office.
9. Communicate with staff, treasurer, and other committee and church members as needed to manage effectively the transportation needs of the church.
10. Develop and maintain a policy for reimbursing the expenditures made by drivers.