

# **BREWSTER BAPTIST CHURCH**

1848 Main Street  
Brewster, MA 02631

# **CONSTITUTION AND BYLAWS**

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# TABLE OF CONTENTS

	<u>PAGE</u>
<b>CONSTITUTION</b>	
ARTICLE I: FOUNDING AND INCORPORATION	1
ARTICLE II: PURPOSE – VISION AND MISSION	1
ARTICLE III: COVENANT AND STATEMENT OF FAITH	1
ARTICLE IV: POLICY AND AFFILIATIONS	2
ARTICLE V: COVENANT MEMBERSHIP	2
ARTICLE VI: AMENDMENTS	3
ARTICLE VII: DISSOLUTION	4
<b>BYLAWS</b>	
ARTICLE 1: COVENANT MEMBERSHIP	5
A.    ATTAINMENT	5
B.    COVENANT MEMBERSHIP RESPONSIBILITY	5
C.    TERMINATION OF COVENTANT MEMBERSHIP	6
D.    CHURCH DISCIPLINE	6
ARTICLE II: OFFICERS	7
A.    CLERK	7

B.	TREASURER	7	
C.	MODERATOR		8
D.	CHAIRPERSON OF THE ADVISORY COUNCIL	8	
	<b>ARTICLE III: ADVISORY COUNCIL</b>	<b>8</b>	
A.	MEMBERSHIP		8
B.	TERM AND ELECTION	9	
C.	RESPONSIBILITIES	9	
	<b>ARTICLE IV – MINISTRY COUNCIL</b>	<b>10</b>	
A.	MEMBERSHIP		
	10		
B.	RESPONSIBILITIES	10	
	<b>ARTICLE V - CORE MINISTRIES</b>	<b>11</b>	
A.	TERM AND ELECTION	11	
B.	RESPONSIBILITIES	12	
C.	CORE MINISTRIES	12	
1.	WORSHIP	12	
2.	DEACONS	12	
3.	ADULT DISCIPLESHIP	12	
4.	CHILDREN'S	12	12
5.	STUDENTS	13	
6.	FELLOWSHIP/COMMUNITY LIFE	13	
7.	MISSIONS & OUTREACH	13	
8.	ASSIMILATION	13	

9. PARENT	13
<b>ARTICLE VI: CONGREGATIONAL MEETINGS</b>	<b>13</b>
A. ANNUAL MEETING	13
B. REGULAR MEETINGS	14
C. SPECIAL MEETINGS	14
D. FINAL AUTHORITY AND ELIGIBILITY TO VOTE	14
E. NOTICE OF MEETINGS	14
F. MEETING QUORUM	14
<b>ARTICLE VII – PASTORS</b>	<b>14</b>
A. PASTORAL RESPONSIBILITIES	14
B. CONDITIONS OF EMPLOYMENT	15
<b>ARTICLE VIII - PASTORAL SEARCH</b>	<b>15</b>
<b>ARTICLE IX – NOMINATING TEAM</b>	<b>15</b>
A. TERM AND ELECTION	16
B. RESPONSIBILITIES	16
<b>ARTICLE X – HUMAN RESOURCES TEAM</b>	<b>16</b>
A. TERM AND ELECTION	16
B. RESPONSIBILITIES	16
<b>ARTICLE XI – AMENDMENTS TO THESE BYLAWS</b>	<b>17</b>
A. PROCESS	17
B. VOTING REQUIREMENTS	17



# CONSTITUTION

## ARTICLE I: FOUNDING AND INCORPORATION

The Brewster Baptist Church was founded in 1824 and was duly incorporated under the laws of the Commonwealth of Massachusetts on July 16, 1923, under the corporate name of The Brewster Baptist Church, Inc. Historically and presently known by the name of Brewster Baptist Church, it is referred to in this Constitution and its Bylaws as "BBC."

## ARTICLE II: PURPOSE

### VISION

Our vision is to be a community of **loving** disciples, **growing** in spiritual maturity, following Jesus by actively **sharing** in God's mission to transform the world.

### MISSION

We seek to be an instrument of the Holy Spirit by **sharing** God's love and grace, **guiding** people to God, and **developing** fully devoted followers of Jesus.

## ARTICLE III: COVENANT AND STATEMENT OF FAITH

Having been led by the Spirit of God to receive Jesus Christ as our Savior and Lord, and having professed our faith, and having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we joyfully affirm our desire to enter into covenant with one another as one body in Christ.

### WE BELIEVE:

1. The Lord is gracious and merciful, slow to anger and abounding in steadfast love. *(Psalm 145:8; Exodus 34:6; Numbers 14:18)*
2. God so loved the world that He gave His only Son, so that everyone who believes in Him may not perish but may have eternal life. *(John 3:16)*
3. Jesus came to give us abundant, joyful, and eternal life. *(John 10:10-17; 15:11; 5:24)*
4. Jesus laid down His life for us that we might have the forgiveness of our sins, and God raised Him from the dead. *(Romans 5:1-8; Acts 2:38-39; Acts 10:34-43;)*
5. We are saved by grace and nothing in all creation will be able to separate us from the love of God in Christ Jesus our Lord. *(Romans 8:39; Ephesians 2:4-10)*

6. The Holy Spirit imparts Christ's life, unites disciples to God, interprets Jesus' teaching, imparts His peace, and gives gifts to be used in service. (*John 14:16,17,26,27; 1 Corinthians 12:4-11* )
7. The church is the body of Christ with Jesus as the head, and God's Spirit dwells in us. (*1 Corinthians 12:27; Colossians 1:18; 1 Corinthians 3:16*).
8. In loving the Lord our God with all our heart, soul, strength and mind, and our neighbor as ourselves. (*Matthew 22:37-40*)
9. In making disciples of all nations, baptizing them in the name of the Father, Son, and Holy Spirit, and teaching them to obey everything Jesus commanded. (*Matthew 28:18-20*) .
10. All scripture is inspired by God and is useful for teaching, for reproof, for correction, and for training in righteousness, so that everyone who belongs to God may be proficient, equipped for every good work. (*2 Timothy 3:16-17*) .
11. In engaging in spiritual disciplines and habits in obedience to Jesus' example and teaching so we may all grow into maturity in Christ. (*Ephesians 4:13-16, Colossians 2:28*)
12. We are called to be witnesses of God's love and grace in Jesus, locally, nationally, and globally, through ministries of compassion and justice. (*Acts 1:8; Matthew 25:31-46*).
13. Faith, hope, and love abide, but the greatest of these is love. (*1 Corinthians 13:13*)

## **ARTICLE IV: POLICY AND AFFILIATIONS**

Recognizing Jesus Christ as the only head of His Church, the Covenant Members of BBC shall seek to discover and obey the will of the Lord in all matters of faith and practice. Authority to make decisions for governing the affairs of BBC, being given by Christ, shall be vested in its Covenant Membership as provided in the Constitution and Bylaws.

In carrying out the wider ministry for which Christ has made His Church responsible, BBC shall adhere to and be a member of the Old Colony Association (ASSOCIATION), The American Baptist Churches of Massachusetts (TABCOM), and the American Baptist Churches, U.S.A. (ABC). No action to amend this Constitution so as to affect the standing of BBC with respect to the ASSOCIATION, TABCOM or ABC, shall take place until a consultation has been held between the Advisory Council of BBC and the leadership of these organizations. BBC shall not resign or withdraw from any of these bodies except by a duly adopted amendment to the Constitution of BBC.

Further, BBC shall also cooperate and maintain fellowship with organizations of like faith.

## **ARTICLE V: COVENANT MEMBERSHIP**

The following are qualifications for Covenant Membership in BBC:

- A. A personal profession of faith in Jesus Christ as risen Lord and Savior; and

- B. Baptism by immersion or evidence of another form of Christian baptism acceptable to the Pastoral Staff, or a letter of transfer from a church of like faith confirming baptism; and
- C. Agreement with Article III: Statement of Faith and Covenant; and
- D. Pledging, to the best of his/her ability, to:
  - 1. Regularly attend the worship services of BBC;
  - 2. Join in the celebration of the Lord's Supper;
  - 3. Seek to grow in the knowledge of and obedience to Jesus Christ;
  - 4. Share in the life and work of BBC;
  - 5. Give regularly to financially support the ministry of BBC;
  - 6. Seek diligently the spiritual well-being of the covenant membership, the congregation, and the community;
  - 7. Give of time and talent by using spiritual gifts in an area of service or ministry.

## **ARTICLE VI: AMENDMENTS TO THIS CONSTITUTION**

### **A. PROCESS**

One or more Covenant Members of BBC may propose an amendment to the Constitution by using one of the following:

#### **1. PRIMARY**

Proposing it to the Advisory Council that holds the usual powers of the Board of Directors of the Corporation as defined in the Bylaws. If approved, with or without modification, by a majority vote of the Advisory Council, the Advisory Council shall call a joint session of the Advisory Council and the Ministry Council for further consideration. If approved, with or without further modification, by a majority vote of the joint session, such amendment shall be presented for approval at the next duly constituted meeting of BBC, providing notice shall have been given to the Covenant Membership of BBC as required in Article VI, E. of the Bylaws.

#### **2. SECONDARY**

If, after consideration by the Advisory Council, or a joint session of the Advisory Council and the Ministry Council, a proposed amendment is not approved, with or without modification and, therefore, is not brought before the Covenant Membership for consideration, ten (10) or more Covenant Members may submit such proposed amendment in writing to the Moderator for inclusion on the agenda of the next duly constituted business meeting of BBC, providing notice shall have been given to the Covenant Membership of BBC as required in Article VI, E. of the Bylaws. The Moderator shall include the proposed amendment, for discussion purposes only, with one exception: If the vote of the joint session was



unanimous in rejecting the proposed amendment, with or without modification, that shall be deemed sufficient evidence that the proposed amendment will not carry and therefore will not be allowed on the agenda.

## B. VOTING REQUIREMENTS

The Constitution of BBC may be amended in whole or in part at a duly called and duly constituted business meeting of BBC by an affirmative vote of sixty percent (60%) of the total Covenant Members in attendance or by absentee ballot. Absentee ballots must be received by the Moderator or Clerk prior to the call for a vote at the meeting.

## **ARTICLE VII: DISSOLUTION**

BBC and its assets are devoted to Christian purposes. Therefore, if its Covenant Members legally choose to dissolve the corporation, the corporation's assets shall be disposed of in the following manner:

- A. All assets, with the exception of those mementos that because of their historical significance may be donated to a person or organization for preservation, shall be sold or donated by the officers of the corporation, acting on behalf of and under the direction of the Covenant Membership.
- B. The proceeds and any other church monies shall be used to:
  1. Pay all outstanding external obligations of the corporation, including fees and expenses for the dissolution, and any legal requirements of any bequests.
  2. Pay all commitments within the mission budget.
  3. Share any residual sum(s) as the Covenant Membership chooses between:
    - (a) An ABC church(es) that is actively serving Jesus Christ and affirms a statement of faith similar to the Statement of Faith and Covenant of BBC; and/or
    - (b) A Missionary organization(s) that conducts its work under a statement of faith similar to the Statement of Faith and Covenant of BBC.

# BYLAWS

## ARTICLE 1: COVENANT MEMBERSHIP

A covenant (Hebrew: *berith*) is a formal agreement or treaty between two parties with each assuming some obligation.

Covenant Membership in BBC represents a significant commitment to following Jesus and taking part fully in the life, ministry, and fellowship of the church. Jesus is the head of the church, but the vitality and strength of his body depends upon the participation and involvement of the members.

### A. ATTAINMENT

Covenant Membership in BBC may be attained by:

1. Participating in the membership orientation process, including Baptism classes (when appropriate) conducted by a designee of the Senior Pastor.
2. Accepting Article V, of the Constitution.
3. Submitting an application to the Assimilation Core Ministry.
4. Meeting with persons designated by the Assimilation Core Ministry.
5. Satisfactorily completing the membership process determined by the Assimilation Core Ministry from time to time and on recommendation of the Pastoral Staff.
6. Receiving the affirmative vote of the Covenant Membership for the application at any duly constituted meeting of BBC.
7. Receiving the Right Hand of Fellowship, which officially welcomes the applicant into the fellowship of BBC, whereupon the applicant shall be welcomed into membership by a Deacon and/or the Pastoral Staff.

### B. COVENANT MEMBERSHIP RESPONSIBILITY

Covenant Members will be given the opportunity to re-affirm their commitment on an annual basis.

The following **SIGNS** are indications one is fulfilling the responsibilities of Covenant Membership in BBC, as set forth in Article V of the Constitution:

1. Attending worship regularly. (*Psalm 100, Colossians 3:1-17*)
2. Continuing to grow toward full devotion to Jesus and His mission in all aspects of one's life. (*Philippians 2:1-11, Luke 2:52*)

3. Using one's spiritual gifts, time, and talents to participate in some form of ministry or service. *(1 Corinthians 12 and 14, Ephesians 4:7-16)*
4. Practicing and demonstrating the fruit of the Spirit in all circumstances, especially in times of difficulty or conflict. *(Galatians 5:22-26, Ephesians 4:25-32).*
5. Demonstrating a desire to cultivate loving relationships, a willingness to work for the peace and unity of BBC, and an attitude of grace and mercy as characteristics of members' interactions with each other and with the unchurched. *(1 Corinthians 13, John 13:34-35, Colossians 3:12-15, James 2:8,13, Romans 12:16-18)*
6. Giving generously, cheerfully, and regularly to financially support BBC and its ministry. *(2 Corinthians 9:6-13, Malachi 3:8-10)*

## C. TERMINATION OF COVENANT MEMBERSHIP

### 1. LETTER OF TRANSFER

A Covenant Member shall, at his or her own request, be granted a letter of transfer to another church by the Clerk. When the Clerk is duly notified of a member's reception into the other church, his or her Covenant Membership in BBC shall cease.

### 2. REMOVAL

Upon recommendation by the Advisory Council, BBC may, at a duly constituted meeting, remove from its Covenant Membership anyone who:

- (a) Has joined another church without requesting a letter of transfer;
- (b) Has not renewed his/her Covenant Membership on an annual basis for three or more years and to whom prior notice of such removal has been given, or a reasonable attempt to do so has been made by the Clerk. The Advisory Council may waive this requirement at their discretion.
- (c) Has made a written request to the Advisory Council or the Pastoral Staff for such removal; or
- (d) In the judgment of the Pastoral Staff and the Advisory Council has not resolved a matter of BBC discipline.

## D. CHURCH DISCIPLINE

If, in the judgment of the Advisory Council, the Pastoral Staff, and the Chairperson of the Deacons, a serious condition should arise in which the behavior of a member(s) has become detrimental to the well-being of BBC and/or its congregation, reasonable measures will be taken to resolve the condition by the Advisory Council that has the responsibility for matters of church discipline. The Advisory Council, in coordination with the Pastoral Staff and the Deacons, shall provide counsel and guidance. Reconciliation and repentance shall be the guidelines that govern the attitude of one individual toward another. *(1 Corinthians 5, Mathew 18:14)*

Failing resolution of the problem, the Advisory Council may vote to terminate the membership of the person in question, and will advise the Deacons and Clerk of this decision. The Clerk will then remove that person's name from the Covenant Membership list of BBC.

According to the spirit of *II Corinthians 2:6-8*, a person removed from Covenant Membership may request restoration of his/her Covenant Membership. Upon evidence of repentance and reformation, the Pastoral Staff and the Deacons may recommend to the Advisory Council that a person be restored to Covenant Membership. The Advisory Council may then vote to restore membership.

## **ARTICLE II: OFFICERS**

The corporate officers of BBC shall be the Clerk, the Treasurer, the Moderator, and the Chairperson of the Advisory Council. Official documents of BBC will require the signature of at least three (3) officers of the corporation.

### **A. CLERK**

The Clerk shall be elected at BBC's Annual Meeting for a term of three (3) years, such term commencing on the first day of the month following the Annual Meeting. The Clerk may be reelected for succeeding terms. If the Clerk resigns or is unable to serve, the Advisory Council shall appoint an interim to fill the position until a successor is elected. The Clerk may designate an assistant with the approval of the Advisory Council.

The Clerk, with the assistance of BBC's staff as needed, shall:

1. Maintain an accurate list of Covenant Members of BBC.
2. Keep a record of baptisms, dedications and deaths.
3. Give legal notice of all meetings of the Covenant Membership of BBC as required by its Constitution and Bylaws.
4. Attend and take minutes of all meetings of the Ministry Council.
5. Attend and take minutes of all meetings of the Covenant Membership of BBC.
6. Maintain and process all membership transfers.
7. Count votes at all meetings of the Covenant Membership, including absentee ballots, where a constitutional change is required.

### **B. TREASURER**

The Treasurer shall be elected at BBC's Annual Meeting for a term of three (3) years, such

term commencing on the first day of the month following the Annual Meeting. The Treasurer may be elected to succeeding terms. If the Treasurer resigns or is unable to serve,

the Advisory Council shall appoint an interim to fill the position until a successor is elected.

The Treasurer shall:

1. Manage the long-range planning process regarding the finances of BBC and provide long-range financial direction to the Advisory Council.
2. Manage the annual pledging program jointly with the Senior Pastor during the annual stewardship process.
3. Manage the overall annual budget process of BBC. Work with the Ministry Council in the development, review and approval of the annual operating budget. Work with the Advisory Council and the Financial Manager in the development, review and approval of the annual overall budget and thereafter present it to the Covenant Membership for review and approval at the Annual Meeting.
4. Appoint an Audit Team, or a certified public accountant, with the approval of the Advisory Council, for the purpose of performing periodic audits of BBC's financial operations and accounts including any and all special purpose funds such as the Deacons' fund. Such audits are to be accomplished at least once per year.
5. Support, as needed, the Financial Manager in the presentation of periodic reports on the financial condition of BBC to the Advisory Council, the Ministry Council and at business meetings, and present a written statement on the financial condition of BBC at the Annual meeting along with the year-end financial statements as certified by the Auditors.

## C. MODERATOR

The Moderator shall be elected for three (3) years, such term commencing on the first day of the month following the Annual Meeting. The Moderator may not be re-elected for one (1) year after serving a three-year term.

The Moderator, or his or her designee, shall:

1. Prepare and publish the agenda for all Business meetings.
2. Preside at the Annual meeting, Special meetings and Business meetings.
3. Conduct business in an orderly fashion.
4. Be Chairperson of the Ministry Council.

The Moderator shall not have a vote when presiding as Moderator over any meeting of BBC.

## D. CHAIRPERSON OF THE ADVISORY COUNCIL

The Chairperson of the Advisory Council shall be a BBC corporate officer, and preside over meetings of the Advisory Council.

## **ARTICLE III: ADVISORY COUNCIL**

### A. MEMBERSHIP

The Advisory Council shall be comprised of not less than six (6) duly elected Covenant Members of BBC, and the Senior Pastor as a standing non-voting member.

Candidates shall be selected according to spiritual maturity, spiritual gifts, passion, skills and experience.

Members of the Advisory Council may not be a Core Ministry leader or team leader, but may serve as a member of a team.

### B. TERM AND ELECTION

Members of the Advisory Council may be elected for three (3) years, such term commencing on the first day of the month following the Annual Meeting. The terms of the members of the members of the Advisory Council shall be staggered so that only one third of the membership is elected each year. Advisory Council members may not be re-elected for one (1) year after serving a three-year term.

The Nominating Team, with the advice of the Pastoral Staff, shall recommend candidates for the Advisory Council. Candidates shall be presented for election at the Annual Meeting of the Covenant Membership.

In the event a member of the Advisory Council needs to be replaced before the completion of a three- (3) year term, the same selection process shall be used to elect a Covenant Member to complete that term. Upon completion of an unexpired term of less than 18 months, the replacement Advisory Council member may be presented for election for a full three (3) year term at the next duly constituted meeting of the Covenant Membership

### C. RESPONSIBILITIES

The Advisory Council shall select a Chairperson and Vice Chairperson at its first meeting following the Annual Meeting. The Senior Pastor may not serve as Chairperson or Vice Chairperson of the Advisory Council.

The Chairperson of the Advisory Council, and such other persons as may be deemed necessary by the Advisory Council, shall attend meetings of the Ministry Council, along with the Senior Pastor. The Advisory Council shall have one vote at meetings of the Ministry Council.

The Advisory Council shall be accountable to the Covenant Membership of BBC.

The Advisory Council shall provide spiritual leadership as follows:

1. Develop and maintain the Vision and Mission of BBC and the direction to attain that Vision;
2. Provide ongoing evaluation of BBC's performance and commitment to its stated Vision and Mission;
3. Establish, approve and monitor church policy;
4. Consider theological, political and social issues that may arise, and recommend appropriate action;
5. Give final approval of the new budget prior to its presentation at the Annual Meeting for approval by the Covenant Members.
6. Approve and oversee Core Ministries, ensuring that these ministries are in accordance with BBC's Vision and Mission.
7. Deal with issues that cannot be resolved at the Ministry Council level.
8. Appoint teams as needed to assist the Advisory Council in the management and administration of its responsibilities.
9. Call together, as needed, the Pastoral Staff, the Deacons, BBC church officers, all Core Ministry leaders, and such other persons as may be deemed necessary by the Advisory Council, to participate in discussions and provide guidance on particular issues of broad focus.
10. The Advisory Council shall keep the Ministry Council advised regarding its topics of discussion, its decisions and actionable items.
11. Conduct the annual performance review of the Senior Pastor.
12. Appoint a secretary to take minutes of the Advisory Council meetings.
13. Seek the assistance of the Nominating Team in the selection of candidates for church officers, Advisory Council, Core Ministry leaders and such other positions deemed appropriate.
14. Oversee the Human Resources Team to ensure compliance with BBC Vision Mission and Beliefs and BBC policies and procedures.

## **ARTICLE IV: MINISTRY COUNCIL**

### **A. MEMBERSHIP**

The Ministry Council shall consist of:

- The Pastoral Staff

- The Chairperson of the Advisory Council and such other persons as may be deemed necessary by the Advisory Council. The Advisory Council shall have one vote at meetings of the Ministry Council.
- The Chairperson of the Nominating Team
- The Leader of each Core Ministry
- The Moderator
- The Clerk
- The Financial Manager, or designee
- The Church Administrator
- The Human Resources Team

Attendance at a meeting of the Ministry Council by sixty percent (60%) of its members shall be considered a quorum. The Chairperson of the Ministry Council shall be the Moderator.

## B. RESPONSIBILITIES

The Ministry Council shall report to the Advisory Council.

The responsibilities of the Ministry Council shall be to:

1. Facilitate communications and coordination among all members of the Ministry Council.
2. Establish and coordinate all BBC activities as they relate to the annual calendar.
3. Provide ministry development opportunities, including leadership training and education, to support and equip Core Ministries in fulfilling the Vision and Mission of BBC.
4. Review ministry budgets prior to submission to the Treasurer, Financial Manager and Advisory Council.
5. Review budget performance.
6. Review and assess the performance of the Core Ministries against their annual goals and present progress reports to the Advisory Council with Core Ministry Team reports attached.
7. Provide a copy of its minutes to the Advisory Council.
8. Submit all proposals for Ministry Team programs to the Advisory Council for review and approval prior to implementation.
9. Oversee church operations and ensure that the facilities, grounds, financial stewardship, and management of the congregation's resources are utilized to fulfill the Vision and Mission of BBC.



## **ARTICLE V: CORE MINISTRIES**

Core Ministries comprise the ministerial life of BBC. Leaders for each Core Ministry shall be Covenant Members of BBC.

The Nominating Team, with the advice of the Pastoral Staff, shall assist the Advisory Council in recommending candidates for Core Ministry leadership. Candidates shall be selected according to spiritual maturity, spiritual gifts, passion, skills and experience, and shall be presented for election at the Annual Meeting of the Covenant Membership.

### **A. TERM AND ELECTION**

Core Ministry leaders shall be elected for three (3) years, such term commencing on the first day of the month following the Annual Meeting and may be renewed for an additional three (3) years. Core Ministry leaders may not be re-elected for one (1) year after serving a second three-year term. The terms of the Core Ministry leaders shall be staggered so that no more than three are elected each year.

In the event a Core Ministry leader cannot fulfill his or her term, a replacement Core Ministry leader shall be selected, with the assistance of the Nominating Team, Pastoral Staff and Advisory Council, to fulfill the original term of the Core Ministry leader being replaced.

### **B. RESPONSIBILITIES**

All of the Core Ministries are responsible for supporting and working with the Pastoral Staff and other paid staff to fulfill BBC's Vision and Mission.

Under these Bylaws the Core Ministry leaders are accountable to the Advisory Council as defined in Article III, the Ministry Council as defined in Article IV, and the Pastoral Staff as defined in Article VII.

Each Core Ministry shall be organized into appropriate Core Ministry Teams to focus on the specific needs within a Core Ministry. Each Core Ministry shall:

1. Establish goals that are in accordance with the Vision and Mission of BBC.
2. Appoint team members, as needed, with the assistance of the Nominating Team, to fulfill its mission.
3. Provide management and oversight of its own budget and day-to-day operations of its Core Ministry Team.
4. Provide periodic reports on its area of ministry to the Ministry Council.
5. Submit an annual budget to the Treasurer for final approval by the Ministry Council and Advisory Council.

## C. CORE MINISTRIES

### 1. WORSHIP

The Worship Core Ministry shall be responsible for working closely with the Pastoral Staff to provide worship services and experiences that draw people closer to God, encouraging them to grow in spiritual maturity, and become more fully devoted followers of Christ.

### 2. DEACONS

The Deacons Core Ministry shall support the Pastoral Staff in the administration of the ordinances (Baptism and Holy Communion) , and in various caring ministries of BBC to its Covenant Members and the larger community of which it is a part.

### 3. ADULT DISCIPLESHIP

The Adult Discipleship Core Ministry shall be responsible for providing opportunities for education and spiritual formation through classes, small groups, and other opportunities for spiritual growth.

### 4. CHILDREN'S

The Children's Core Ministry shall be responsible for providing opportunities for education, fellowship and spiritual formation through classes, groups, and other experiences to develop fully devoted followers of Jesus Christ.

### 5. STUDENTS

The Students Core Ministry shall be responsible for providing opportunities for education, fellowship and spiritual formation through classes, groups, and other experiences to develop fully devoted followers of Jesus Christ.

### 6. FELLOWSHIP/COMMUNITY LIFE

The Fellowship/Community Life Core Ministry shall be responsible for arranging opportunities that nurture and deepen relationships among BBC Covenant Members, congregation, and its extended community, creating a loving, caring community of believers who demonstrate the fruit of the Spirit by loving Christ and each other, with friendliness, true concern, and compassion.

### 7. MISSIONS AND OUTREACH

The Missions and Outreach Core Ministry shall be responsible for encouraging the participation and financial support of BBC and its membership to individuals in local, regional, and international outreach and missions, to meet human needs and to share the Good News in Jesus' name.

### 8. ASSIMILATION

The Assimilation Core Ministry shall be responsible for integrating members into the congregation in such a way that their unique gifts will be put to use in the service of Christ and his people. It will do so through the ministry of welcoming, by overseeing the new membership process, and by finding ways to involve all members in the life of the church.

#### 9. PARENT

The Parent Core Ministry shall be responsible for providing opportunities for parents' education, fellowship, spiritual formation, and support through classes, groups, and other experiences to develop fully devoted followers of Jesus Christ. The Parent Core Ministry will also provide learning experiences, special events, and opportunities for the family as a whole.

D. See *Church Handbook* for additional information on Core Ministries.

## **ARTICLE VI: CONGREGATIONAL MEETINGS**

The proceedings of any congregational meeting of BBC shall be conducted in accordance with the most recent version of Robert's Rules of Order.

#### A. ANNUAL MEETING

The Annual Meeting of BBC shall be held at such time and date as the Moderator shall determine in consultation with the Senior Pastor. The Moderator and Senior Pastor shall develop the agenda for the Annual Meeting.

#### B. REGULAR MEETINGS

In addition to the Annual Meeting, Regular Meetings of the Covenant Membership of BBC shall be held in May and October, date and time to be determined by the Moderator and Senior Pastor.

#### C. SPECIAL MEETINGS

The Moderator and/or Senior Pastor, after consultation with the Advisory Council, may call Special Meetings of the Covenant Membership of BBC, including meetings to approve applications for Covenant Membership. Covenant Members of BBC may request a Special Meeting by written request to the Moderator signed by ten (10) Covenant Members of BBC in good standing.

#### D. FINAL AUTHORITY AND ELIGIBILITY TO VOTE

The Covenant Membership of BBC, acting at a duly called and duly constituted meeting thereof, shall be the final authority for governing the affairs of BBC. Covenant Members of BBC are eligible to vote at all meetings of BBC.

All meetings shall be considered to be duly called and constituted provided they meet the requirements of this Article VI of the Bylaws.

#### E. NOTICE OF MEETINGS

The Moderator shall give notice of all congregational meetings and their purpose to the Covenant Membership of BBC by:

1. Announcement in all worship services and all worship service bulletins for two (2) weekends preceding the date of the meeting; and
2. Posting on the BBC bulletin boards during the preceding two (2) weeks.

#### F. MEETING QUORUM

Ten percent (10%) of Covenant Members shall constitute a quorum for A through C above. The Clerk will determine the quorum.

### **ARTICLE VII: PASTORS**

The Senior Pastor shall be the leader of the Pastoral Staff. He/she shall be the spiritual leader of the congregation, and shall be responsible for shaping the Vision of BBC.

The Pastors will carry out their duties and responsibilities as described in their job descriptions. These duties will depend on their individual gifts, education, skills, experience, and personality, and the needs of BBC.

#### A. PASTORAL RESPONSIBILITIES

Pastors shall:

1. Provide for the spiritual growth and welfare of the congregation through active preaching and teaching of the Gospel.
2. Provide spiritual oversight and guidance for the ministries of BBC.
3. Support the Advisory Council and Ministry Council in assuring that all ministries and operations are in concert with the Vision, Mission and Beliefs of BBC.
4. Manage their responsibilities within the strategic plans and expenditure allowances of the annual budget.
5. Be attentive to their personal spiritual life and health.

#### B. CONDITIONS OF EMPLOYMENT

All Pastors shall be Covenant Members of BBC by virtue of their call. They shall be called at a Regular or Special Business Meeting of BBC, by a two-thirds vote of those Covenant Members present and voting. Their call shall be for an indefinite period of time.

A minimum of sixty (60) days' notice shall be required for a Pastor to terminate his/her services, unless a shorter notice is mutually agreeable. His/her written resignation shall be submitted to the Advisory Council and acted on at any Regular or Special Business Meeting called for that purpose.

Any charges against a Pastor shall be submitted in writing to the Advisory Council. If, after due investigation, deliberation, and prayer, the Advisory Council determines that a Pastor errs in doctrine or conduct, the Advisory Council, holding the powers of the Board of Directors of BBC, shall be authorized to take appropriate action, up to and including recommending dismissal by a majority vote of the Covenant Membership present at a duly called meeting.

## **ARTICLE VIII: PASTORAL SEARCH**

The Advisory Council, in cooperation with the Nominating Team, shall form a Pastoral Search Team consisting of: a member of the Pastoral Staff, one member of the Human Resources Team, one member of the Deacons, one member of the Advisory Council, and four Covenant Members representing a cross-section of the Covenant Membership. Candidates for the Pastoral Search Team shall be presented for approval by a vote at a duly called meeting of the Covenant Membership of BBC.

They shall elect a chairperson and secretary and shall make timely progress reports to the Advisory Council.

The Pastoral Search Team's recommendation for a new pastor shall constitute a nomination. The Team shall recommend one candidate at a time. The Advisory Council will present the recommendation of the Pastoral Search Team for vote at a duly called meeting of the Covenant Membership of BBC.

## **ARTICLE IX: NOMINATING TEAM**

The Nominating Team shall be comprised of no less than five (5) Covenant Members of BBC, and shall be selected according to spiritual maturity, spiritual gifts, passion, skills and experience, and shall be representative of a cross-section of the congregation.

### **A. TERM AND ELECTION**

The Nominating Team shall be assembled annually by the Advisory Council and presented for election at the Annual Meeting of the Covenant Membership for three (3) years, such term commencing on the first day of the month following the Annual Meeting. The terms of the members of the Nominating Team shall be staggered so that no more than two members shall be elected each year. Nominating Team members may not be re-elected for one (1) year after serving a three-year term.

### **B. RESPONSIBILITIES**

The Nominating Team, with the advice of the Pastoral Staff, shall assist the Advisory Council in recommending candidates for church officers, Advisory Council, Core Ministry leaders, and any other positions deemed appropriate by the Advisory Council. They will also assist Core Ministries and their teams in filling vacancies.

Should the Nominating Team be unable to find a Covenant Member available and eligible for nomination to succeed the position of a BBC Officer, Advisory Council member or Core Ministry leader, the Nominating Team may recommend for vote of approval by the Covenant Membership a one-year reappointment of the person currently filling that position.

## **ARTICLE X: HUMAN RESOURCES TEAM**

The Human Resources Team shall be comprised of no less than five (5) Covenant Members of BBC, and shall be selected according to spiritual maturity, spiritual gifts, passion, skills and experience, and shall be representative of a cross-section of the congregation.

### **A. TERM AND ELECTION**

The Human Resources Team shall be assembled annually by the Advisory Council and presented for election at the Annual Meeting of the Covenant Membership for three (3) years, such term commencing on the first day of the month following the Annual Meeting. The terms of the members of the Human Resources Team shall be staggered so that no more than two members shall be elected each year. Human Resources Team members may not be re-elected for one (1) year after serving a three-year term.

### **B. RESPONSIBILITIES**

The Human Resources Team shall have primary responsibility for overseeing all human resources related matters as directed by the Advisory Council, including human resource policy and procedure implementation. The Human Resources Team shall be responsible, in conjunction with the hiring supervisor, for hiring all (non-pastoral) paid church staff and conducting periodic compensation and employee benefit reviews, and providing guidance to supervisors with regard to employee performance reviews and employee relations issues.

## **ARTICLE XI: AMENDMENTS TO THESE BYLAWS**

### **A. PROCESS**

One or more Covenant Members of BBC may propose an amendment to the Bylaws by using one of the following:

#### **1. PRIMARY**

By proposing it to the Advisory Council that holds the usual powers of the Board of Directors of the Corporation as defined in the Bylaws. If approved, with or without modification, by a majority vote of the Advisory Council, the Advisory Council shall call a joint session of the Advisory Council and the Ministry Council for further consideration. If approved, without further modification, by a majority vote of the joint session, such amendment shall be presented for approval at the next duly constituted meeting of BBC, providing notice shall have been given to the Covenant Membership of BBC as required in Article VI, E. of the Bylaws.

2. SECONDARY

If, after consideration by the Advisory Council, or a joint session of the Advisory Council and the Ministry Council, a proposed amendment is not approved, with or without modification, and, therefore, is not brought before the Covenant Membership for consideration, ten (10) or more Covenant Members may submit such proposed amendment in writing to the Moderator for inclusion on the agenda of the next duly constituted business meeting of BBC, providing notice shall have been given to the Covenant Membership of BBC as required in Article VI, E. of the Bylaws. The Moderator shall include the proposed amendment for discussion purposes only, with one exception: If the vote of the joint session was unanimous in rejecting the proposed amendment, with or without modification, that shall be deemed sufficient evidence that the proposed amendment will not carry and therefore will not be allowed on the agenda.

B. VOTING REQUIREMENTS

The Bylaws of BBC may be amended in whole or in part at a duly called and duly constituted business meeting of BBC by an affirmative vote of sixty percent (60%) of the Covenant Members in attendance.

**ARTICLE XII: APPLICABLE DOCUMENT**

The statements contained in the most recently adopted Articles of the BBC Constitution and Bylaws shall be the determining considerations when questions arise pertaining to the Constitution and Bylaws versus attachments, additions thereto, or other BBC publications.