

# **The Forks of Elkhorn Baptist Church Constitution**

## **Article I: Name**

The name of this church shall be **The Forks of Elkhorn Baptist Church**. Located on Duckers Station Road, Midway, Kentucky.

## **Article II: Covenant**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage therefore, by the aid of the Holy Spirit, to walk together in Christian love, to strive for the advancement of this Church in knowledge, holiness and comfort, to promote its prosperity and spirituality, to sustain its worship, ordinances, discipline and doctrines, to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, in the relief of the poor, and the spread of the Gospel through all Nations.

We also engage to maintain private family devotions, to religiously educate our children, to seek the salvation of our kindred and acquaintances, to be just and faithful in our dealings, avoid any action or activity that is not Christ like, and to be Eager in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love, to remember each other in prayer, to aid each other in sickness and distress, to cultivate Christian sympathy in feelings and courtesy in speech, to be slow to take offense but always ready for reconciliation and mindful to the rules of our Savior to secure it without delay.

We also agree that if we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

## **Article III: Character**

**Section 1 - Policy:** The government of **The Forks of Elkhorn Baptist Church** is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist Churches.

**Section 2 - Doctrine:** **The Forks of Elkhorn Baptist Church** receives the scriptures as its only authority in matters of faith and practice. The Scriptures are to be understood as led by the Holy Spirit.

## **Article IV: Objectives**

United by the grace of God in Christian experience, the members of this Church recognize and receive the Bible as the inspired word of God, and agree to accept it as their only rule of faith and practice. We declare our adherence to the doctrines and teachings of the New Testament and state our objectives to be:

- (A). The maintenance of the worship of God.
- (B). The study, practice and nurture of the Christian Life as revealed and taught in the word of God.
- (C). The promotion and advancement of Christ's Kingdom throughout the earth.
- (D). To be an instrument of God's love.
- (E). To bring healing in a broken world.

## **Article V: Membership**

**Section 1.** The membership of this church shall consist of Persons:

- (A). Who have made a profession of their faith in Jesus Christ as Savior and Lord.
- (B). Who desire to be numbered among his Disciples.
- (C). Who have experienced the New Testament Baptism.
- (D). Who are in agreement with the faith and practice of this Church.

**Section 2.** Admission of Members

Membership in this church may be obtained through one of the following:

- (A). By the ordinance of baptism after profession of faith (by total immersion unless there is a physical restriction).
- (B). By letter from any Baptist Church.
- (C). By the restoration to the rolls after having been dropped or after exclusion.
- (D). By statement of Christian experience in a Church of like faith and order, wherein records are not available to permit the securing of a letter.
- (E). Persons from other denominations may be received by statement of their profession of faith and baptism under the following conditions
  - (1). That they have made a profession of faith.
  - (2). That they were baptized by total immersion.
  - (3). That they understand and are in essential agreement with the Baptist beliefs.
  - (4). That they have been questioned and instructed concerning the above conditions to the satisfaction of the Pastor and/or Deacons before presentation to the Church for membership.

**Section 3:** Termination of Membership.

Membership in this Church shall be terminated as follows:

- (A). By Church letter.
- (B). By exclusion.
- (C). By death.

**Section 4:** The church shall maintain active and inactive Church Rolls

## Article VI: Officers

**Section 1.** The officers of this Church shall be Pastor, Associate Pastor, Music Minister, Youth Minister, Children's Minister, Moderator, Chairperson of the Deacons, Trustees, Clerk, Treasurer, Financial Secretary, WMU Director, Brotherhood Director and others that the Church may choose to elect from time to time in order to carry out its New Testament program of Work. The Church size may dictate that some officers serve dual rolls.

**Section 2:** The terms of office and duties of the Officers are detailed in the By-laws.

## Article VII: Meetings

The meetings of the Church will be as follows:

- (A). **Worship:** Worship services will be held each Lord's Day. Morning and evening services will be held at the discretion of the Pastor or Deacons.
- (B). **Prayer Service:** There will be a mid week prayer service.
- (C). **Business Meetings:** The church fiscal year will begin January 1, and end December 31. Business meetings will be held on the 2<sup>nd</sup> Wednesday of each month. The Clerk, the Treasurer, and the Sunday School Director should make monthly reports. All active committees should report each month. The Pastor or the Chairperson of the Deacons may call special business meetings of the Church with one-week advance notice.

## Article VIII: Elections

The annual and special elections of officers, boards and committees will be held as prescribed in the By-Laws.

## Article IX: Ordinances

Our Church shall observe the two ordinances taught in the New Testament.

**Section 1. Baptism:** Baptism will be by total immersion, unless there is a Physical restriction. (See Article V- Section 2a).

**Section 2. Lords Supper:** The Lords Supper will be observed at least once per quarter.

## Article X: Amendments

**Section 1. Constitution:** This Constitution may be amended by a vote of two-thirds of the members present and voting at a regular business meeting providing the amendment has been offered in writing at the previous business meeting.

**Section 2. By-Laws:** The By-Laws of this Constitution may be amended by a two-thirds vote of the members present at a regular business meeting, providing that the amendment was presented in writing at least thirty (30) days prior to the vote.

## **BY-LAWS**

### **1. Membership**

#### **A. ADMISSION OF MEMBERS:**

Candidates for admission to membership will be received at any meeting of the church provided that Article V, Section 1 & 2 of the Constitution has been satisfied. Candidates who wish to apply for letters of dismissal from another church may be voted to be received under the watch-care of this Church and will be received into full membership upon notification to the previous Church.

#### **B. DISMISSAL OF MEMBERS:**

Members of this Church in good standing may be granted letters of dismissal to unite with other Baptist Churches. Such letters may be granted at any meeting of the Church upon majority vote of the members present and voting. Letters of dismissal will be sent directly to the churches to which they are addressed and membership in this church will cease at the time the letter is granted, or upon evidence of membership at another Church. No letter will be granted to an individual.

#### **C. EXCLUSION OF MEMBERS:**

A majority vote of members present and voting at a business meeting is necessary to expel a member. Such action will be in accordance with the scriptures.

### **2. Duties of Staff and Officers**

All ministerial staff and Church officers will be or will become members of the Church and therefore accountable to the Church.

#### **A. Pastor:**

The duties of the pastor are:

- (1). To preach on the Lord's Day, unless excused by the deacons.
- (2). To administer the ordinances as commanded by the New Testament.
- (3). To conduct the mid-week devotion, unless excused by the deacons.
- (4). To visit the members of the Church.
- (5). To perform the duties that pertains to this office with faithfulness, sincerity, and love under the leadership of the Holy Spirit. He will be an ex-officio member of all committees.

#### **B. Associate Pastor\Music Minister:**

Under the direction of the pastor, and in accordance with the polices and procedures set forth by the church, the Associate Pastor\Music Minister will assist the Pastor in providing leadership to the church and oversight to the overall music ministry of the church. His or Her duties include, but are not limited to:

- (1). Assist the pastor in developing, organizing and providing leadership to the various ministries of the church.
- (2). To preach in the absence of the pastor, as needed.

- (3). To administer the ordinances as commanded by the New Testament.
- (4). To visit the members of the church and to participate in visitation of shut-ins and prospects.
- (5). Direct adult choir (including weekly rehearsals) and coordinate music for youth.
- (6). Oversee children's choir by working as an advisor and contact person for children's choir director(s).
- (7). Plan worship services with pastor and accompanists, including the coordination of choral anthems, solos, and other special music.
- (8). Lead congregational music during Sunday morning, evening and midweek worship services and other special services as necessary.
- (9). Oversee music budget, using discretion in purchases of music and equipment.
- (10). Serve on appropriate committees as a member of the church staff i.e. council, music, etc.
- (11). Assist the Pastor in his ministerial duties.

### **C. Youth Minister:**

Under the direction of the pastor, and in accordance with the policies and procedures set forth by the church, the Youth Minister will provide oversight to the overall youth ministry of the church. His or Her duties include but are not limited to:

- (1). Participate in visitation and outreach.
- (2.) Lead the youth in study, service, and recreation in order to help them achieve a mature relationship with Jesus Christ.
- (3). Plan and lead weekly Bible study.
- (4). Plan and lead at least ten (10) yearly special activities.
- (5). Plan and lead the youth on a mission trip each year.
- (6). Work with the youth committee.
- (7). Work with the ministerial staff in planning and scheduling youth activities.
- (8). Plan and lead an annual Youth retreat and / or summer camp.
- (9). Lead the Youth in fund raising activities to raise monies for trips and other activities.
- (10.) Work with the Pastor to help youth who make professions of faith and become members of the church to understand the full meaning of their decisions(s).
- (11). Participate in staff meetings and serve as a member of the Church council.
- (12). Counsel with youth and/or parents individually when needed or as requested.
- (13). Assist the Pastor in his ministerial duties.

### **D. Children's Minister**

Under the direction of the pastor, and in accordance with the policies and procedures set forth by the church, the Children's Minister will provide oversight to the overall children's ministry of the church. His or Her duties include but are not limited to:

- (1). Develop the schedule and coordinate volunteers to work in the nursery (for all services).

- (2). Plan, schedule, coordinate and implement a comprehensive ministry for preschoolers and children.
- (3). Be responsible for the content and administration of all activities, special events, projects and retreats of children of the church.
- (4). Provide guidance and direction to the leaders of preschooler and children's classes as they minister to children.
- (5). Plan, schedule and coordinate one social activity per month for the children of the Church.
- (6). Plan the calendar of events for the children's programs in consultation with the Pastor and Church Council.
- (7). Counsel with children and/or parents individually when needed or as requested.
- (8). Work with the Pastor to help children who make professions of faith and become members of the church to understand the full meaning of their decisions(s).
- (9). Prepare and submit annually to the Finance Committee a detailed budget for the children's ministry program.
- (10). Participate in staff meetings and serve as a member of the Church Council.
- (11). Assist the Pastor in his ministerial duties

#### **E. Moderator**

The duties of the Moderator are:

- (1). To preside at all business meetings of the church.
- (2). To insure that the stated meetings of the church are regularly held.
- (3). To insure that the required reports are submitted to the church by the officers and committees.
- (4). To appoint three tellers when secret ballots are requested.
- (5). The Pastor of the Church may serve as the moderator when authorized by the Church.
- (6). The chairperson of the deacons may serve as the assistant moderator.
- (7). The moderator shall be elected annually with unlimited succession.

#### **F. Parliamentarian**

The duties of the Parliamentarian are:

- (1) To attend all business meetings
- (2) Have a working knowledge of Roberts Rules of Order.
- (3) Have a working knowledge of the Church Constitution and By-Laws.
- (4) Be consulted by the Moderator on points of Order.

#### **G. Clerk:**

The duties of the Clerk or Assistant Clerk are:

- (1). To record the minutes of all the Church's business meetings and make them a part of the permanent records.
- (2). To maintain an accurate roll of the Church's membership.
- (3). To prepare the Church's annual letter for presentation at the appropriate business meeting.

- (4). The Clerk and Assistant shall be elected annually with unlimited succession.

#### **H. Treasurer/Assistant Treasurer**

The duties of the Treasurer and Assistant Treasurer are listed below. The Assistant Treasurer will perform these duties only in the absence or incapacitation of the Treasurer. The Treasurer/Assistant Treasurer will:

- (1). Become bonded in such an amount as determined by the Church.
- (2). Keep accurate accounts of the various funds designated by the Church.
- (3). Dispense funds as approved by the Church.
- (4). Ensure all payments are made by check, in a timely manner, co-signed by the Treasurer or Assistant Treasurer AND the Financial Secretary or Assistant Financial Secretary.
- (5). Prepare a written monthly report to the Church of all receipts and disbursements.
- (6). Prepare a budget progress report to be reviewed by the Finance Committee quarterly.
- (7). Ensure the Church financial records are open for inspection.
- (8). Make all necessary preparations for audits of financial record.
- (9). Be a non-voting member of the Finance Committee.
- (10). Maintain a separate building fund account. Co-sign payments from the building fund with the chairperson of the Building Committee. Any changes regarding the mandatory signatures must be authorized, in writing, by the Trustees.
- (11). Take counsel with the Trustees regarding all Church investments such as trust funds and other investments.
- (12). Be elected by the Church annually with unlimited succession.

#### **I. Financial Secretary/Assistant Financial Secretary:**

The duties of the Financial Secretary and the Assistant Financial Secretary are listed below. The Assistant Financial Secretary will perform these duties in the absence or incapacitation of the Financial Secretary or at the request of the Financial Secretary. The Financial Secretary/Assistant Financial Secretary will:

- (1) Become bonded in such an amount determined by the Church.
- (2) Assist the Treasurer in the performance of the duties of that office.
- (3) Receive, preserve and record all monies paid or given to the Church.
- (4) Post weekly tithes to the individual church members account.
- (5) Prepare and distribute the annual contribution record to the membership.
- (6) Co-sign with Treasurer or Assistant Treasurer all payments by check, except the building fund account.
- (7) Be elected annually by the Church with unlimited succession.

### **3. DUTIES OF STANDING BOARDS AND DEPARTMENTS**

**All boards and department members must be church members.**

#### **A. Deacon/Deaconess**

Believing there is ample evidence in the New Testament that the Deacon and Deaconess served our Lord faithfully together in the early church, we also direct our Deacon Body to be servants of the Church and co-laborers with the ministerial staff. Under God's authority and direction they shall provide the ministries necessary to make our objectives and covenant realities. (See Articles II & IV)

(1). All Deacons

- (a). Each deacon/deaconess shall regularly attend church services and meetings of the deacon body and be faithful in attention to and performance of the church covenant.
- (b). The active deacons/deaconesses shall be servants of the church in keeping with the scriptures, particularly Acts 6:1-8. They shall always endeavor to know the spiritual needs of the church and shall relieve the distressed, encourage the tempted, comfort the afflicted, and help develop the immature in Christ. They shall be patiently and peacefully zealous to guard and protect the Spirit of unity within the church through the bond of peace with due regard to the scriptural teaching in Matthew 18:15-17; 1 Corinthians 5:1-5; 1 Thessalonians 5:12-22; 2 Thessalonians 3:6.
- (c). They shall serve as council of advice and confer with the pastoral staff in all matters pertaining to the spiritual well-being and mission of the church. In consultation with the pastoral staff and ministry leadership teams, they are to consider plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.
- (d). With regard to ministry, all sensitive matters shall be held in strictest confidence.

(2). Chair

- (a). The Chair will conduct regularly scheduled meetings and special meetings.
- (b). The Chair will annually appoint a Deacon/Deaconess Officer Nominating Committee of three active deacons/deaconesses to present nominations for the election of deacon/deaconess officers at the regular August deacon meeting. During the September meeting, the Deacon Body will elect the officers for Chair, Vice Chair, and Secretary.
- (c). The Chair will facilitate the organization of deacons/deaconesses into such committees as he/she deems necessary and advisable.

(3). Officers (Deacon Chair, Vice Chair, and Secretary)

- (a). Officers are elected for one year and shall begin serving at the October meeting.
- (b). The Chair or Vice Chair shall conduct meetings.
- (c). The Secretary shall take minutes and prepare them for distribution to all other deacons.

## (4). Qualifications

- (a). The ministry of a Deacon/Deaconess is a life-long calling. He/she must have been a Christian at least three (3) years, be at least 25 years of age, and have been a member of The Forks of Elkhorn Baptist Church at least two (2) years.
- (b). Those who have been ordained by The Forks of Elkhorn Baptist Church or by another Baptist Church as Deacons/Deaconesses shall be considered and eligible for active service.
- (c). No Deacon/Deaconess shall be eligible to serve again as an active Deacon/Deaconess for a period of one (1) year after completion of a full term (5 years) as an active deacon.

## (5). Elections

- (a). The number of new Deacons/Deaconesses elected will be determined by the Deacon Body based on the goal of having up to thirty (30) active Deacons/Deaconesses.
- (b). The active/inactive status of the Deacon/Deaconess shall be determined by the needs and goals of the Church. Rotation schedule will be set up and determined by the Deacon Body.
- (c). An available candidate list shall be published in alphabetical order in the Church bulletin on the two Sunday's prior to the election.
- (d). At least two (2) months prior to when Deacons/Deaconesses are to be elected for a full term, the Deacon Body will nominate eligible church members for each term to be filled.

Immediately following the identification of Deacon/Deaconess nominees, the Deacon Review Committee, consisting of the Chair, Vice Chair, and the Senior Pastor, shall review the qualifications, duties, and commitments expected of a deacon/deaconess with the qualifications, duties, and commitments of those individuals who are nominated to serve. Following this review, the Deacon Review Committee along with other deacons/deaconesses, will meet with the resulting nominees deemed eligible to accomplish a two-fold purpose: (1) To inform candidates of the responsibilities of Deacon/Deaconess service. In particular, descriptions in 1 Timothy 3:1-12, Titus 1:5-9, Mark 10:43-44, Matthew 23:11, and Luke 22:26 shall be cited as the model for the role of Deacon/Deaconess; and (2) To provide candidates the opportunity to ask questions and/or express concerns they may have with regard to the role of Deacon/Deaconess. After ample time has been given for nominees to prayerfully consider the role of a Deacon/Deaconess, the Deacon Body shall approach each nominee to determine if he/she wants to be considered as a Deacon/Deaconess candidate to be placed on the ballot.

- (e). Election ballots will be distributed to those Church members present and voting at the regular August business meeting. A committee of five Deacons shall tabulate the ballots and certify those elected. Those candidates receiving the most votes will be asked to serve. In the event of a tie, the committee shall draw lots to determine the required number. The

certification of the committee shall be final and after such certification, the committee shall destroy the ballots.

- (f). Those elected candidates who have never been a Deacon/Deaconess before must be counseled and must attend an ordination council meeting before ordination and installation by the Church.
- (g). The term of office shall begin in October and shall continue for five (5) years. Each year, the term of office of one-fifth (1/5) of the number of Deacons/Deaconesses shall expire.
- (h). After an absence of one (1) year from service, Deacons/Deaconesses are eligible for re-election to active service. In the case of death, resignation, removal, or after six months of incapacity for service of an active Deacon/Deaconess, the Deacon Chairperson may appoint an inactive Deacon/ Deaconess at that time to serve until the next annual Deacon/Deaconess election.

(6). Meetings

- (a). Regular meetings shall be scheduled.
- (b). Special meetings may be called by the Senior Pastor, Deacon Chair or one third (1/3) of the total number of deacons.

**B. Church Council**

The church council will consist of the Pastor and Church Staff, Chairperson of the Deacons, Sunday School Director, Church Officers, and the chairpersons of all standing committees. This will include the WMU and Brotherhood directors and all others as deemed necessary by the Church Council. The duties of the Church Council are:

- (1). To recommend to the Church suggested objectives and goals.
- (2). To review and coordinate recommended programs.
- (3). To meet quarterly to plan the Church calendar.
- (4). To report the calendar plan at the next business meeting for approval.

**C: Trustees:**

The Trustees will consist of five (5) members of the Church. Trustees shall be elected for a term of five (5) years on a rotating basis without succession. No Trustee shall be eligible to serve again for a period of one (1) year after completion of a full term (5 years). In case of death or resignation, a new Trustee will be elected to fill that unexpired term at the next business meeting.

In the event of a death or resignation a replacement shall be elected to fill the unexpired term of the vacating trustee. See trusteeship election process, the same process shall be utilized.

- (1). Nomination/election process:
  - (a). To be elected to the Trusteeship of the Forks of Elkhorn Baptist Church an individual must be a member for at least two years.
  - (b). A member may self nominate or may be nominated by another member of the Church.

- (c). The Chairperson of the Nominating Committee will announce open nominations via Sunday morning worship services.
  - (d). Nominations will be accepted for fifteen days from the date of announcement.
  - (e). Nominations shall be submitted to the chairperson of the Nominating Committee.
  - (f). The Church Notification Process begins when the 15 day nomination period expires. The nominee's names must be listed in the Sunday Church Bulletin.
  - (g). Following the closure of the Church Notification Process, the election shall be held at the next business meeting.
  - (h). Ballots shall be tallied by members of the Nominating Committee. The Nominating Committee chairperson or a Committee representative shall announce the results once all ballots have been tallied.
- (2). Duties are:
- (a). To hold in trust the property of the Church, but will have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the Church authorizing such action.
  - (b). To ensure the necessary insurance on the property and personnel is provided.
  - (c). To keep the Church's bank informed as to whom the signatories are for the Church bank account.
  - (d). To take counsel with the Church Treasurer regarding all Church investments, etc.

**D. Sunday School Director/Assistant Sunday School Director.**

- (1). To ensure each Sunday School class has a teacher each Sunday.
- (2). To ensure adequate Sunday School materials are ordered in a timely manner.
- (3). To ensure accurate records are kept on attendance, enrollment, and Sunday School offerings.
- (4). To report all Sunday School activities at monthly business meetings.
- (5). To organize a visitation and outreach ministry program for the Church.
- (6). To ensure all Sunday School teachers are Church members.
- (7). To serve as a member of the Nominating Committee.
- (8). The Sunday School Director/Assistant Sunday School Director shall be elected annually with unlimited succession.

**E. Sunday School Secretary/Assistant Sunday School Secretary:**

- (1). To keep accurate records of and to report to the Sunday School Director.
- (2). To keep track of Sunday School attendance records.
- (3). To keep track of Sunday School offerings.
- (4). To keep track of Membership enrollment.
- (5). The Sunday School Secretary/Assistant Sunday School Secretary shall be elected annually with unlimited succession.

**F. Franklin Baptist Association Executive Board Representative:**

- (1). The FBA representative shall attend the bi-monthly association executive board meetings whenever scheduled at the various meeting locations.
- (2). Shall report to the Church on matters discussed at the Board meetings.
- (3). Assist in promoting the work of the Franklin Association in our Church.
- (4). The FBA representative shall be elected annually with no limit to successive appointments.

**4. COMMITTEES:**

All committee members must be Church members and can be elected for a maximum of three years. All Committees will elect their own Chairperson. All active committees should report each month. Any action taken must be in writing and presented to the Church clerk. Where appropriate, any confidential information acquired or reviewed during the course of normal Committee duties shall remain confidential. All committees will secure funds when necessary. Any special committees will be appointed when the church deems it necessary. See Ad Hoc Committees.

**A. Auditing Committee shall:**

- (1). Consist of seven (7) members.
- (2). Check receipts and disbursements of all funds on a quarterly basis.
- (3). Perform annual audit and report findings to the Church at the November business meeting.

**B. Baptismal Committee shall:**

- (1). Consist of seven (7) members.
- (2). Be responsible for assisting all candidates with their robes and with any requested assistance both before and after the baptism.
- (3). Be responsible for ordering new robes and caring for old ones.
- (4). Be responsible for laundering robes, towels and mats.

**C. Benevolence Committee shall:**

- (1). Consist of seven (7) members
- (2). Receive requests for assistance from church members as well as non-members.
- (3). All requests are to be kept confidential.
- (4). Make appropriate decisions regarding requests for assistance.

**D. Constitution / By-Law Review Committee shall:**

- (1). Consist of seven (7) members, with one being an active deacon and one being a member of the previous constitution/by-law committee. Both requirements may be fulfilled by the same individual.
- (2). Continually monitor the church operation at monthly business meeting.
- (3). Review Constitution and By-Laws at least every three years.

**E. Decorating committee shall:**

- (1). Consist of seven (7) members.

- (2). Be responsible for the decoration of the Church.
- (3). Coordinate with the weddings and special events committee

**F. Enrollment Committee shall:**

- (1). Consist of seven (7) members.
- (2). Be responsible for the enrollment cards for new members.
- (3). Be responsible for new members' dinner.

**G. Finance Committee shall:**

- (1). Consist of seven (7) members. The treasurer, the financial secretary, and their assistants are only advisers and do not vote.
- (2). Prepare and present a budget of the estimated expenses of the church at the November business meeting.
- (3). Review the treasurer's budget each quarter, comparing year-to-date expenditures with the budget and reporting to the Church.
- (4). To assist the financial secretary in performing his/her duties as directed.

**H. Fund Raising Committee shall:**

- (1). Consist of seven (7) members.
- (2). Be responsible for all fund raisings conducted by the Church.
- (3). Solicit fund raising ideas.

**I. House and Grounds Committee shall:**

- (1). Consist of seven (7) members.
- (2). Be responsible for ensuring that the church property is maintained.
- (3). Be responsible for supervision of the janitor.

**J. Missions Committee shall:**

- (1). Consist of seven (7) members.
- (2). Provide assistance for all mission efforts conducted by any Church entity.
- (3). Develop and submit mission needs and awareness in our community, state, nation and the world.
- (4). Work with Church Council and staff to implement missionary support and efforts.

**K. Music Committee shall:**

- (1). Consist of seven (7) members.
- (2). The purpose and function of the music committee is to work with the music minister to assure a well-balanced music program for the church and to assist the music minister in the development and implementation of any new musical endeavors.

**L. Nominating Committee shall:**

- (1). Consist of seven (7) members, including one youth vote.
- (2). Be nominated and elected at the March business meeting.
- (3). Fill any vacancies that occur on a committee or CommTeam coordinator/manager/captain as necessary.

- (4). Annually nominate Church members to serve on committees or as a CommTeam coordinator/manager/captain and recommend to the Church at the August business meeting.

**M. Personnel Committee shall:**

- (1). Consist of seven (7) members.
- (2). Determine the salary and benefits package in conjunction with the Search Committee upon receiving a recommendation for employment from the elected search committees of all ministerial staff.
- (3). As directed by the Church and the Pastor, the committee will meet with staff advising them of any problems.
- (4). Serve as the search committee for secretarial staff, janitorial staff, and other support staff as needed and bring all recommendation to the church.

**N. Pulpit committee shall (when active):**

- (1). Consist of seven (7) members.
- (2). Be elected by secret ballot at a called business meeting one week after the announcement of a pastoral vacancy.
- (3). Include one deacon, one Sunday school officer, and one young person 18 years of age or under. The pulpit committee must include at least one man and one woman.
- (4). Consult with finance committee to propose the financial package for the pastor.
- (5). The Pulpit Committee should be representative of the Church membership when activated.
- (6). Request resumes and conduct interviews.
- (7). Search for suitable applicants, which may require travel.

**O. Youth Committee shall:**

- (1). Consist of seven (7) members with two being youth.
- (2). Consult with youth minister regarding youth ministry activities and goals.

**5. COMMTEAMS:**

CommTeams are defined as a sub-set of committees that due to the unique nature of their functionality, persons with special talents are necessary to perform the required duties. Due to the special talents required, rotation processes are not followed in the same manner as standing Committees.

All CommTeam members shall be Forks of Elkhorn Baptist church members or regular attendees. The CommTeam captain (coordinator/manager) shall be responsible for securing a reasonable number of CommTeam members to maintain the specific needs of the respective CommTeams. CommTeam members do not have term limits.

Upon the resignation of the CommTeam captain (coordinator/manager) the Nomination Committee shall, after consultation with Church staff and the respective CommTeam members, nominate an individual(s) for said vacancy. [This nomination

activity shall be the only responsibility that the Nomination Committee has with the functioning of CommTeams.]

The CommTeam captain (coordinator/manager) shall make reports as deemed necessary. Any/all action that impacts the Church as a whole shall be reported at the next regularly scheduled Church business meeting and a written report shall be presented to the Church clerk.

All CommTeams are bound by the Church budget process.

**A. Audio/Visual CommTeam shall:**

- (1). Be headed by a CommTeam captain(s).
- (2). Be responsible for all sound, visual and computer effects.

**B. Nursery / Children's CommTeam shall:**

- (1). Be headed by a CommTeam captain(s).
- (2). Be responsible for scheduling workers for each service.
- (3). Be responsible for the care and use of the nursery

**C. Kitchen CommTeam shall:**

- (1). Be headed by a CommTeam captain(s).
- (2). Be responsible for all matters pertaining to the use and care of the kitchen/dining facilities.
- (3). Be responsible for scheduling any and all activities that have a need to utilize the kitchen (e.g. weddings; special fundraising events; etc.).

**D. Homecoming CommTeam shall:**

- (1) Be headed by a CommTeam captain(s).
- (2). Consist of seven (7) persons, in addition to the Church historian.
- (3). Nominate, solicit consent of nominee to serve as guest speaker (2 years in advance).
- (4). Notify and confirm that the plans are still on for this speaker at our next Homecoming 8 to 10 months in advance.
- (5). Make necessary arrangements for the transportation and lodging for the speaker and family if needed.
- (6). Plan the events for the day or days. This includes advertising, and entertainment and working closely with the house and grounds committee, as well as the kitchen committee.
- (7). Work with the ministry team in planning the celebration.

**E. REAL Men: Men's Fellowship CommTeam shall:**

- (1). Be headed by a CommTeam captain(s).
- (2). Consists of a seven (7) member advisory board; the CommTeam captain shall hold one of the seven positions.
- (3). REAL Men shall meet weekly on Saturday morning.
- (4). Use spiritual gifts and talents to glorify the Lord.
- (5). Provide opportunities for men to engage in ministry through outreach and fellowship.
- (6). Work to help Christian men to integrate their family life, careers and personalities into a life lived for the Lord.

(7). Have one ex-officio member to be appointed by the Senior Pastor.

**F. Risk Management/Security CommTeam shall:**

- (1). Consist of a sufficient number of personnel as deemed necessary by the team for accomplishment of its risk management/security functions.
- (2). Include a representative of the Trustees and members of the Church.
- (3). Be responsible for development and review of the Church's Risk Management/Security program.
- (4). This committee shall be called into existence, for an appropriate period at least annually.
- (5). Consult with the Finance Committee when deemed necessary.

**G. Transportation CommTeam shall:**

- (1). Be headed by a CommTeam captain(s).
- (2). Be responsible for the maintenance and upkeep of the Church Van.
- (3). Be responsible to make sure all drivers are insured.
- (4). Be responsible to help secure drivers when requested for Church-approved functions.

**H. Usher and Greeting CommTeam shall:**

- (1). Be headed by a CommTeam captain(s).
- (2). Be responsible for having greeters available to greet service attendees and to hand out bulletins.
- (3). Be responsible for securing ushers to collect the offering at the Sunday morning services and Sunday evening service.

**I. Wedding /Special Events CommTeam shall:**

- (1). Be headed by a CommTeam captain(s).
- (2). Be responsible for all matters pertaining to the use and care of the church facilities during weddings and special events.
- (3). Propose facility usage rules as needed; for church approval.
- (4). Develop guidelines for the use of Church facilities; other than normal church functions, such (e.g. Associational meetings, etc.).

**J. Women's CommTeam shall:**

- (1). Be headed by a CommTeam captain(s).
- (2). Consist of seven (7) members.
- (3). Provide opportunities for women to engage in ministry through outreach and fellowship.
- (4). Use spiritual gifts and talents to glorify the Lord.
- (5) Work to help Christian women to integrate their family life, careers and personalities into a life lived for the Lord.
- (6). Have one ex-officio member to be appointed by the Senior Pastor.

**6. AD HOC Committees**

All AD HOC committees will be formed for a stated function/purpose. The charge for the committee's existence shall be stated at its inception; this shall include the time span of its existence, either in actual time, or task completion. An AD HOC Committee may be formed by the Senior Pastor, Trustees or action of a Church business

meeting. In the event that a situation arises for which an Ad HOC Committee must be formed prior to the next regularly scheduled business meeting, a special business meeting should be announced and held, where appropriate. If such a committee must be formed in a matter of days due to disaster, then an announcement of the formation of such a committee will be made at the next regularly scheduled business meeting for transparency. The number and classification of committee members shall be established at the time of the committee's development.

Any request for funds from Ad Hoc Committees must be taken to the Chairman of the Finance Committee.

## **Sample Ballot**

### **PULPIT COMMITTEE NOMINATION BALLOT**

**ONE DEACON:** \_\_\_\_\_

**ONE SUNDAY SCHOOL OFFICER:** \_\_\_\_\_

**ONE YOUNG ADULT:** \_\_\_\_\_ **18 yrs. Or Under)**

**CHURCH MEMBER:** \_\_\_\_\_

**CHURCH MEMBER:** \_\_\_\_\_

**CHURCH MEMBER:** \_\_\_\_\_

**CHURCH MEMBER:** \_\_\_\_\_