

Rev. December 15, 2019

## **CHURCH CONSTITUTION PREAMBLE**

We, the members of Crossbridge Baptist Church, recognizing a church of Jesus Christ as a spiritual organization, divinely instituted for spreading the Gospel of the Son of God, believing that we are to look to the New Testament for the principles on which churches are founded and the laws by which they are governed do hereby adopt this Constitution.

### **Article 1: Name and Principal Office**

The name of the church is Crossbridge Baptist Church. It will be further referred to in this document as the "Church". The Church maintains its principal office at 3130 Skinner Mill Road, Augusta, GA 30909.

### **Article 2: Purpose Statement**

The purpose of the Church is to glorify God by fulfilling the Great Commandment(s) (Matthew 22:36-40) and the Great Commission (Matthew 28:18-20) through:

- Evangelism/Missions - "To share the good news of Jesus Christ with as many people as possible in our community and throughout the world." (Matthew 28:18-20, Acts 1:8, 2 Peter 3:9)
- Education - "To help members develop full Christian maturity and train them for effective ministry. To promote personal, spiritual growth and discipleship through Bible teaching." (Ephesians 4:11-13, Matthew 18:20, Timothy 2:2)
- Worship - "To participate in public worship services together and to maintain personal daily devotions." (John 4:24)
- Ministry/Service - "To serve unselfishly, in Jesus' name meeting the physical, emotional, and spiritual needs of those in our Church, community and in the world." (1 Peter 4:10-11, Matthew 25:34-40, I Thessalonians 5:11, Galatians 5:13)
- Fellowship - "To encourage, support and pray for each other as members of the family of God. To share our lives together." (I John 1:7, Acts 2:44-67, Hebrews 10:23-25, Romans 15:5 & 7, John 13:34-35)

### **Article 3: Mission Statement**

Crossbridge Baptist Church is dedicated to making disciples by leading others to Jesus Christ and promoting spiritual growth.

## **Article 4: Statement of Values**

Crossbridge Baptist Church is a celebrative, informal and inclusive family of believers, dedicated to making disciples by utilizing small groups to promote worship, prayer, Bible study, fellowship, and service.

- Celebrative - Worship style is predominantly contemporary but demonstrates a healthy respect and reverence for the traditional approach to worship
- Informal - Our worship style and our administrative structure demonstrate simplicity and ease of function. The church does not hold to any dress or appearance code, but does expect its members to demonstrate reverence for the Lord in their appearances
- Inclusive - All persons, regardless of race, national origin, or socio-economic status are welcomed and accepted in our fellowship

## **Article 5: Articles of Faith**

### **Subarticle 1: The Scriptures**

We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction, that it has God for its author, salvation for its end and truth, without mixture of error, for its matter, that it reveals the principles by which God will judge us; and therefore it is, and shall remain to the end of the world the true center of Christian union, and the supreme standard by which conduct, creeds, and religious opinions should be tried.

### **Subarticle 2: The True God**

We believe the Scriptures teach that there is One and only One, living and true God, an intelligent Spirit, who is variously given the names YHWH (Yahweh), meaning "I am", Adonai, Eloihim, and El Shaddai, as well as others. He is omnipotent, omniscient, and omnipresent and is the Creator and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness and worthy of all possible honor, confidence, and love. We believe that in the unity of the Godhead there are three persons; the Father, the Son, and the Holy Spirit: equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

### **Subarticle 3: The Fall of Man**

We believe the Scriptures teach that man was created in holiness, under the law of his Creator; but by voluntary transgressions fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint but choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.

#### Subarticle 4: The Way of Salvation

We believe that the Scriptures teach that the salvation of sinners is wholly of grace, through the mediatorial office of the Son of God; who by the appointment of the Father, freely took upon Him our nature, yet without sin; honored the divine law by His personal obedience, and by His death made a full atonement for our sins; that having risen from the dead, He is now enthroned in heaven and uniting in His wonderful person the tenderest sympathies with divine perfections, He is in every way qualified to be a suitable, a compassionate, and an all-sufficient Savior.

#### Subarticle 5: Justification

We believe the Scriptures teach that the great Gospel blessing which Christ secures to such as believe in Him is justification; that justification includes the pardoning of sin, and the promise of eternal life not on any principles of righteousness which we have followed, but solely through faith in the Redeemer's blood; by virtue of which faith His perfect righteousness is freely imputed to us by God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

#### Subarticle 6: The Freeness of Salvation

We believe that the Scriptures teach that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by cordial, penitent and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth, but his own determined depravity and voluntary rejection of the Gospel; which rejection involves him in an aggravated condemnation.

#### Subarticle 7: Regeneration

We believe that the Scriptures teach that when a sinner is saved, they are regenerated or born again; that regeneration consists of giving a holy disposition to the mind that effects it in a manner above our comprehension by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; and that its proper evidence appears in the holy fruits of repentance, faith, and newness of life.

#### Subarticle 8: Repentance and Faith

We believe the Scriptures teach that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger and helplessness and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our prophet, priest, and king, and relying on Him alone as the only and all-sufficient Savior.

### Subarticle 9: God's Purpose of Grace

We believe the Scriptures teach that election is the eternal purpose of God, according to which He graciously regenerates, sanctifies, and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy, and unchangeable; that it utterly excludes boasting and promotes humility, love, prayer, praise, trust in God, and active limitation of His free mercy; that it may be ascertained by its effects in all who truly believe the Gospel; that it is the foundation of Christian assurance; and that to ascertain it with regard to ourselves demands and deserves the utmost diligence.

### Subarticle 10: Sanctification

We believe the Scriptures teach that Sanctification is the process by which, according to the will of God, we are made partakers of His holiness; that it is a progressive work; that it is begun in justification; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Healer and Comforter, in the continual use of the appointed means especially the Word of God, self examination, self-denial, watchfulness, and prayer.

### Subarticle 11: Perseverance of the Saints

We believe the Scriptures teach that such only they who are real believers will endure to the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and they are kept by the power of God through faith unto salvation.

### Subarticle 12: The Law and Gospel

We believe the Scriptures teach that the Law of God is the eternal and unchangeable rule of the moral government; that it is holy, just, and good; and that the inability which the Scriptures ascribe to fallen man to fulfill its precepts arise entirely from our love of sin; to deliver us from and to restore us through a Mediator to unfeigned obedience to the holy Law, is one great end of the Gospel, and the Means by which Grace is connected with the establishment of the visible church.

### Subarticle 13: The Gospel Church

We believe the Scriptures teach that a visible church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel, observing the ordinances of Christ, governed by His law, and exercising the gifts, rights, and privileges invested in them by His Word; that its only scriptural officers are Bishops (or Pastors) and Deacons whose qualifications, claims, and duties are defined in the Book of Acts and the Epistles to Timothy and Titus.

#### Subarticle 14: Baptism and the Lord's Supper

We believe the Scriptures teach that Christian baptism is the immersion in water of a believer into the name of the Father, the Son, and the Holy Spirit to show forth in a solemn and beautiful symbol our faith in the crucified, buried, and risen Savior, with its effect, in our death to sin and resurrection to a new life.

The Lord's Supper (Holy Communion) is the sacred use of unleavened bread and fruit of the vine to commemorate together the dying love of Christ; preceded always by solemn self-examination.

#### Subarticle 15: The Christian Sabbath

We believe the Scriptures teach that the first day of the week is the Lord's Day, or Christian Sabbath, and is to be kept sacred for religious purposes, by abstaining from all secular labor and distracting recreations, by the devout observance of all the means of grace, both private and public, and by preparation for that rest that remains for the people of God.

#### Subarticle 16: Civil Government

We believe the Scriptures teach that civil government is of divine appointment, for the interest and good order of human society; and that magistrates are to be prayed for, conscientiously honored and obeyed; except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience, and the Prince of the Kings of the earth. God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and State should be separate. The State owes to the Church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the State more than others. Civil governments being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The Church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The State has no right to impose taxes for the support of any form of religion, a free Church in a free State is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate the opinions in the sphere of religion without interference by the civil power.

#### Subarticle 17: The Righteous and the Wicked

We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight wicked, and under the curse; and this distinction holds among men both in life and after death.

### Subarticle 18: The World to Come

We believe the Scriptures teach that the end of the world is approaching; that at the last day Christ will descend from heaven; and raise the dead from the grave for final retribution; that solemn separation will then take place; that the wicked will be adjudged to endless punishment, and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven or hell, on principles of righteousness.

### Subarticle 19: The Kingdom of God

The Kingdom of God is the reign of God in the heart and life of the individual in every human relationship. The chief means for promoting The Kingdom of God on earth are preaching the gospel of Christ and teaching the principles of righteousness contained therein.

### **Article 6: Membership Covenant**

Led by the Spirit of God to accept Jesus Christ as our Savior and Lord, and having entered into the fellowship of His Church, we prayerfully make this covenant with one another and with our Heavenly Father.

By God's grace we agree to strive for the prosperity of our Church (the bride of Christ) by upholding her purpose, mission, and vision; her doctrine, her ordinances, and her discipline; by participating in her services and small groups; by actively participating in her tasks; by contributing to her support; by sustaining the various benevolent and missionary enterprises in which she engages; by sustaining the members of her fellowship, and by exercising toward each of her members a spirit of brotherly love to the end that the Kingdom of God may be promoted.

We further agree, that by the help of Almighty God we will cultivate personal and family religion; maintain sobriety in our habits, integrity in our business, purity in our lives, and Christian courtesy in our deportment.

We also agree that when we remove from this place we will unite with another church of like faith and order, where we can carry out the spirit of this covenant.

### **Article 7: Affiliation**

This church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. Recognizing, however, the benefits of cooperation with other churches in world missions, this Church voluntarily affiliates with the Southern Baptist Convention in its national, state, and local expressions.

## **Article 8: Marriage**

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

## **CROSSBRIDGE BAPTIST CHURCH BYLAWS**

### **Article 1: Church Membership**

#### Subarticle 1: General

Under The Lordship of Jesus Christ, the membership retains unto itself the exclusive right of self government and reserves the right to determine who shall be members of this church and the conditions of such membership.

#### Subarticle 2: Candidacy

Any person is qualified for full membership in Crossbridge Baptist Church upon his or her profession of a saving faith in Jesus Christ, profession of a previous baptism or completion of baptism, his or her subsequent public statement of desire to be identified with the Church, and upon completion of an orientation session that reviews Acts 15:20 and the Church Constitution and Bylaws. Membership is removed upon request of the member, on behalf of the member by a sister church of like faith, by death, or by means as set forth in scripture, specifically, Matthew 18:15-20.

#### Subarticle 3: Meetings of Members

A general meeting of members, referred to as the Church Family Conference, shall be held quarterly in April, July, October, and January; on Sundays following service. The date of each Church Family Conference will be posted a minimum of two weeks in advance in the church bulletin. All home-bound active members will be sent a bulletin each week. Additionally, a meeting will be held the third Sunday of September to approve the next year's fiscal budget. The Church Council may change the dates of scheduled meetings or call special meetings by notifying the members no less than two weeks prior to the revised date. Notification of members for changes or special meetings shall be given by any of the following methods:

- Distribution of written material to the congregation in attendance at a Sunday Worship Service
- Announcement of the meeting in the Church bulletin or newsletter
- Oral announcement to the congregation in attendance at a Sunday Worship Service
- First class letter to the active members

Those members present and voting at a Church Family Conference duly notified and called shall constitute a quorum of the membership for the transaction of business. Eligibility to vote shall be verified prior to the casting of any vote; whether public or private. All regular and special Church Family Conferences will be transacted according to Robert's Rules of Order (Latest Edition).

#### Subarticle 4: Voting Rights of Members

Membership within the church body is entered into by covenant and defined by active involvement. Active membership is defined by service and small group attendance; by participating in tasks of the church; by contributing financially; by sustaining the various benevolent and missionary enterprises; and by sustaining fellowship with the members. A home-bound member is any member who is unable to be present due to health limitations. A home-bound member is considered active if they continue to support the church financially and are aware of current church business through visitation of the Pastor/Deacons.

If a member ceases to participate in the church in totality for a period of 13 consecutive weeks, and due diligence by the church to return them to active membership has been unsuccessful, they shall be moved to an inactive status. Observation of active membership shall be the responsibility of the Deacons. If a member resumes active participation for 4 consecutive weeks, they shall be returned to active status. If a member remains inactive for greater than 1 year, after being duly noticed by the church, they shall be removed from the church role. Removal is not intended for members who are deployed or on mission and desire to maintain fellowship with the church. These provisions are set in place to ensure members who are not actively involved in the church do not have the ability to adversely influence church decisions and maintain healthy church membership.

Any home-bound active member is allowed to vote by proxy through a Deacon of the church. The church office shall be contacted by the home-bound member to arrange a meeting with a Deacon for this purpose in advance of the Church Family Conference. Every active member, at least 18 years of age, shall have the right to vote on the following matters, during a Church Family Conference, provided the member is present:

- the annual budget of the Church,
- the disposition of all or substantially all of the assets of the Church,
- the merger or dissolution of the Church,
- the acquisition of real property and related indebtedness,
- amendments to the Articles of Incorporation or Constitution and Bylaws of the Church,

- the calling or removing of a ministerial staff member,
- confirmation of the selection of the Deacons and Ministry Team Leaders, and
- all elections and on all questions submitted to the church in a Church Family Conference.

## **Article 2: Church Organization**

### **Subarticle 1: Ministerial Staff Election**

A search team will be selected by the Church Council that represents the primary facets of the church and its ministry. The search team will review resumes, interview candidates, listen to examples of their ministry, and make on-site visits when applicable. Interviews of the candidate's family and friends will be conducted whenever possible. The search team may utilize other means of review as available and indicated (e.g. social media), but these will not serve as a substitute for personal engagement. When the Search Team has reached a mutual agreement, the Team shall present one recommendation unanimously to the Pastor for approval (not applicable if a pastoral search). The candidate will then be presented to the Deacons for confirmation of recommendation to the church. A Church Family Conference will then be called to affirm the recommendation before an offer is extended to the candidate. The method of election shall be by secret ballot. Affirmative votes of a least 90% of those present and voting shall be necessary for a call to be extended to the prospective ministerial staff member.

The Prospective Ministerial Staff Member, thus congregationally affirmed, shall be extended a call by the Search Team on behalf of the whole church, and upon acceptance, shall begin a ministry on an agreed-upon schedule and shall serve until the relationship is terminated.

### **Subarticle 2: Church Discipline**

The desire and goal of a church is to always behave in a manner that exemplifies unity, integrity, righteousness, brotherly love, and reconciliation. However, issues will arise, large and small, where the behavior of persons or groups must be addressed. In these instances, the guidance of Matthew 18:15-17 will be followed as a pattern. Issues are to be addressed at the closest level to the problem as possible, whether individual church member, Team member, Team Leader, or otherwise. For instances where the offended individual is not comfortable with utilizing the associated Ministry Team Leader, a Deacon or the Pastor should be contacted.

In all circumstances not involving the pastor's own conduct, the pastor has the authority to dismiss any team member or team Leader from any team should reconciliation not be achieved and the severity of the issue so warrant. Likewise, Ministry Team Leaders (excluding the Deacons) have the authority to dismiss members of their team. Dismissal is always utilized as a last resort where reconciliation is not possible and continued presence is detrimental to the health of the church.

The pastor, by nature of the Office, has ultimate responsibility for ensuring issues within the church are resolved biblically. If the issue involves the pastor, then the Chairman of the Deacons, with the support of the Deacons as necessary and appropriate, assumes the responsibility for ensuring resolution is carried out within the guidance and heart of scripture. If the issue with the pastor cannot be resolved and is of a significant enough nature, then the Chairman of the Deacons will call for a simple majority vote of confidence in the pastor. If the pastor fails to gain simple majority (>50%) confidence of the Deacons, then the Chairman of the Deacons will call a Church Family Conference and move for the termination of the pastor. Termination of the pastor requires a 2/3 majority vote (>65%).

#### Subarticle 3: Ministerial Staff Termination

Termination may be by the Ministerial Staff member's request or the congregation's request. A congregational request for the Ministerial Staff's termination requires a 2/3 majority vote (>65%) at a scheduled or called Church Family Conference. Either party, before termination of responsibilities each to the other, shall give a minimum notice of thirty days.

#### Subarticle 4: Annual Assessments

All leaders and members (including staff personnel and the Pastor) shall conduct annual assisted assessments each January in order to improve and grow in their areas of responsibility. Assisted assessments are informal assessments where a person seeks candid feedback from those they serve, their peers, and those who are in authority over them; to identify where they need improvement, the things they are doing well, and new opportunities to experience growth. Assisted assessments can be done individually, but are often more effective in group settings when seeking the input of peers and those served. Discussions with those in authority necessitate one-on-one conversations.

The following areas should be considered during the assessment:

- capability and availability to perform your ministry function well
- time in biblical study and prayer
- relationships with those around you
- impact on your family
- impact on your health
- living out God's Word in your ministry
- review of the year's failures
- review of the year's successes
- desire to not just serve, but thrive in your ministry area
- alignment between your service and your calling
- evidence of God's continued equipping in your ministry area
- unresolved forgiveness issues

## Subarticle 5: Standards of Church Leadership and Office

There are two, and only two, offices described in scripture - Bishop (or Pastor) and Deacon. The standards for these two offices are described and delineated in their applicable subarticles. All other church leadership positions shall strive to meet the following characteristics as a pattern of good works.

Ministry Team Leaders and all members of the Stewardship Team must be a member of the church for at least one year before being allowed to serve in these functions.

Criteria for selection to the Ministry Team position are as follows:

- spiritual maturity;
- commitment to the ministry and vision of the church;
- availability in terms of time and resources;
- evident gifts for the advancement of Christ's kingdom in the associated area of service;
- ability to maintain confidentiality commensurate with their ministry function.

## Subarticle 6: Pastor

The pastor is the spiritual leader of the church. He is tasked with the training up of the Saints for the work of the ministry. He will promote the Purpose, Mission, and Values of the church. His duties are to proclaim the gospel, to oversee the ministry of the church, to shepherd the flock, and to serve the people for Jesus' sake. The Pastor will be responsible for the day to day administrative affairs of the church.

## Subarticle 7: Trustees

The Trustees will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any assets without a specific vote of the church authorizing each action. It shall be the function of the Trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property; or other legal documents where the signatures of the Trustees are required. The Trustees shall be responsible for maintaining adequate property and liability insurance. It shall be the responsibility of the Trustees to maintain the requirements of incorporation. The Trustees shall annually elect from among themselves a President, Vice President and Secretary-Treasurer for the purpose of incorporation requirements.

New Trustees shall be recommended to the congregation by the Church Council, as vacancies occur, for affirmation during a Church Family Conference. A 3/4 majority (>74%) affirmation vote by secret ballot is required for election. A Trustee may serve consecutively as long as they are willing. The congregation will re-affirm existing Trustees each January.

The Trustees shall exemplify the characteristics set forth in the Standards of Church Leadership and Office in Subarticle 5.

## Subarticle 8: Church Council

The membership of the Church Council will include the lead member of each Ministry Team. The major function of the Church Council relates to assisting the pastor in planning, coordinating, executing, and evaluating the total work of the church. The Church Council shall be chaired by the Pastor and also consist of the Chairman of the Deacons, Administration Team Lead, and the Stewardship Team Lead, as a minimum and constitute a quorum for the Church Council meetings. This body is assigned the following duties on a continuing basis. Actions are performed as required to fulfill the needs of the church:

- Formulate and recommend to the church suggested church objectives and goals that accomplish the church's Purpose, Mission, and Values
- Develop and recommend to the church action plans for reaching church goals
- Prepare the annual church calendar of activities and update that calendar on a regular basis
- Review and coordinate suggested program plans and actions by the church staff, church leaders, and ministry teams; and provide for adequate communication among staff, leaders, and ministry teams
- Review and report as appropriated to the church the use of resources in terms of the needs of church programs as they work toward the achievement of the objectives and goals of the church
- Evaluate program achievements in terms of church objectives and goals, and report evaluations to the church
- Ministry Team Leaders will be confirmed by the church council, approved by the Pastor, and brought before the church for affirmation

## Subarticle 9: Ministry Teams

Ministry Teams will be formed and organized, as needed, to accomplish the Church's Purpose, Mission, and Values. They will be comprised, as a minimum, of a Ministry Team Leader. Additional team members will be added based on the needs of the particular function being accomplished by the team. Members who are led into particular ministry areas to serve are allowed to serve as long as they feel led to do so. Ministry Team Leaders will be asked to assess their position annually. Ministry Team Leaders are expected to commit to a minimum of three years of service. After this period, a Ministry Team Leader may request to step down from their role. Ministry Team Leaders may serve for as long as they feel led to do so. However, Ministry Team Leaders will be confirmed, approved, and affirmed as described above in Subarticle 8, last bullet, every three years.

Ministry Team Leaders shall exemplify the characteristics set forth in the Standards of Church Leadership and Office in Subarticle 5. The pastor and teams work together to lead the programs, ministries, and events that fulfill the particular purpose assigned to that team.

New ministries should be proposed to the Pastor and the Church Council for evaluation and consideration. Establishment of a new ministry team will be accomplished by installation of the Ministry Team Leader as described above. Ministry Team Members will be confirmed by the Ministry Team Leader, approved by the Pastor, and affirmed by the Church Council with a 3/4 majority vote (>74%) of those in attendance.

#### Subarticle 10: Deacons

The Deacons are an extension of the Pastor and will assist him in maintaining the direction and vision of the church, issuing benevolence, visiting the sick, assessing active member status, monitoring the spiritual needs of the congregation, promoting unity and spiritual growth within the congregation, and addressing matters of immorality and misconduct. Deacons must meet the biblical standards and will be elected and serve as outlined in the church's Deacon Election Process approved 12/15/19. The Deacons will meet at least monthly to discuss the business of the Office. The meetings will be scheduled and led by the Deacon Chair, who will be elected annually by simple majority vote (>50%) within the Deacons and approved by the Pastor.

The Deacons shall consist of all currently active Deacons. Deacons will normally serve for three consecutive years and then become inactive to take at least a year of rest before returning to service. If there are insufficient Deacons available to perform a rotation, Deacons will serve as long as needed and are willing and able. However, Deacons will be confirmed, approved, and affirmed as described above by the Deacon Election Process every three years. Deacons will be asked to assess their position annually.

#### Subarticle 11: Administration Team

The Administration Team is a permanent team and will be established per the direction of Subarticle 8. It will serve as the administrative advisory arm of the Church and will assist the pastor and Ministry Teams in the following areas:

- selection and evaluation of non-ministerial staff
- advice and support in administrative matters
- maintain meeting minutes and other documents of record
- development of church program, policies, and procedures
- communication of vision and strategy to the church
- development and review of contracts and agreements between the church and other entities

## Subarticle 12: Stewardship Team

The Stewardship Team is a permanent team and will be established per the direction of Subarticle 8. It is tasked with maintaining the financial integrity of the church, and its responsibilities are:

- Develops and recommends an overall stewardship development plan and a unified church budget
- Advises and recommends the administration of the monetary gifts of church members and others, using sound principles of financial management
- Prepares and presents to the church required reports regarding the financial affairs of the church
- Champions stewardship ministries and serves as a primary think-tank for giving
- Counts tithes and offerings
- Keeps spreadsheet updated
- Signs Checks
- Makes Deposits
- Develops guidelines for approved, designated funds, working with the members who are providing the funds
- Approves disbursement of funds

## Subarticle 13: Moderator

The church shall have a moderator as its presiding officer. The moderator will be appointed by and serve in an advisory capacity to the Administration Team. Additionally, the moderator shall be responsible for the appointment of a church clerk to record the minutes of the proceedings of church members. In the absence of the moderator, the Pastor or a member of the Administration Team shall act as moderator.

## **Article 3: Amendments to the Constitution and Bylaws:**

Changes in this Constitution and Bylaws may be made at any regular or special-called Church Family Conference, provided each amendment shall have been presented in writing at a previous Church Family Conference and copies of the proposed amendment furnished to each member present. Amendments to the Constitution and Bylaws shall be ratified by 2/3 (>65%) majority vote.