

1 **Article V: Membership Covenant**

2 Those who desire membership in the church shall commit themselves to living by this
3 membership covenant.

4 Having received Christ as my Lord and Savior and been baptized, and being in agreement
5 with Central Baptist Church’s statements, strategy, and structure, I now feel led by the Holy
6 Spirit to unite with the Central Baptist Church family. In doing so, I commit myself to God and
7 to the other members by committing to do the following:

8 1. I will protect the unity of my church ...

9 ...by acting in love toward other members (Romans 14:19).

10 ...by refusing to gossip (Ephesians 4:29).

11 ...by following the leaders (Hebrews 13:17).

12 2. I will share the responsibility of my church...

13 ...by praying for its growth (1 Thessalonians 1:1-2).

14 ...by inviting the unchurched to attend (Luke 14:23).

15 ...by warmly welcoming those who visit (Romans 15:7).

16 3. I will serve the ministry of my church...

17 ...by discovering my gifts and talents (1 Peter 4:10).

18 ...by being equipped to serve by my pastors (Ephesians 4:10-11).

19 ...by developing a servant’s heart (Philippians 2:3-4, 7).

20 4. I will support the testimony of my church...

21 ...by attending faithfully (Hebrews 4:10).

22 ...by living and modeling a godly life (Philippians 1:27).

23 ...by giving regularly (1 Corinthians 16:2; Leviticus 27:30).

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25 **Article VI: Governance**

26 The government of this church is vested in the body of believers (members) who compose it.
27 This church will be, and is always to be, a sovereign, autonomous Baptist church, self-governing
28 on all matters by a majority of the body of members who compose it. The church recognizes and
29 sustains the obligations of mutual counsel and cooperation which are common among associated
30 churches. In no way is this to be understood that such cooperation or affiliation shall ever
31 become one of the doctrines and/or tenets of the church.

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Article VII: Property

The church is not organized for profit. In the event of liquidation or dissolution of the church, all of its assets and property of every nature and description whatsoever shall be transferred at the discretion of the church trustees to entities supported by the church.

The facilities of the church are set apart for the ministry of the Word of God and for the edification of His people. In keeping with this, no service or event may occur on church property that is not consistent with the doctrines, beliefs, or practices of the church.

Church real property may not be transferred or sold without the consent of a minimum of three trustees.

Article VIII: Marriage & Weddings

Christian marriage is, by definition, the spiritual and physical uniting of one man and one woman in an exclusive covenant commitment for their joint lifetime. Christian marriage is God’s unique gift to reveal the union between Christ and His Church. As such, this church believes that wedding ceremonies on church property are spiritual observances of worship of God who created this divine institution. As worship services, weddings on church property shall be officiated by one or more ordained ministers of the Gospel. The church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblically and/or legally qualified to marry. Final determination in this matter is reserved for the Senior Pastor.

No minister or employee of the church shall officiate at any marriage ceremony unless such marriage is consistent with this policy.

Article IX: Revisions, Additions, & Amendments

The Constitution and Bylaws may be amended provided the proposed amendment shall have been available in print and announced in accordance with the bylaws of the church.

Amendments to this Constitution and Bylaws shall be two-thirds vote of members of the church who are qualified to vote and are present at the annual or a called business conference.

All previous Constitutions and Bylaws are hereby rescinded, and these Constitution and Bylaws are hereby adopted by the membership of Central Baptist Church at the annual business conference of the church on the eighteenth day of November, in the two-thousand and fifteenth year of our Lord.

1 Members in good standing may participate in the ministries of the church, vote in church
2 conference, hold office, and exercise leadership and service.

3 Members in good standing shall have the right to a voice and vote in all church transactions and
4 shall have the right and privileges to full participation in the life and work of the church.

5 It is the responsibility and the duty of the church members to uphold the doctrines, beliefs,
6 practices, and the Constitution and Bylaws of the church.

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8 **Section 4: Forfeiture**

9 Members may forfeit their right to be considered a member in good standing with the church.
10 This standing may be forfeited in the following ways:

- 11 1. Failure to participate in or attend services or ministries of the church for a period of six
12 months.
- 13 2. Failure to give to the support of the church's ministries.
- 14 3. Publicly espousing or promoting beliefs or stances that are in contradiction to the
15 doctrinal statements, beliefs, or practices of the church.

16 Members who lose good standing forfeit their right to vote, serve on ministry teams, hold office,
17 and serve in a leadership capacity. Their membership status is changed to inactive member.

18 Extenuating circumstances such as poor health or physical reasons that prohibit attendance shall
19 not cause membership status to change.

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21 **Section 5: Termination**

22 Membership may be terminated in the following ways:

- 23 1. Death.
- 24 2. Transfer of membership to another church of like faith and order.
- 25 3. Affiliation with a church of another denomination.
- 26 4. Exclusion for disciplinary reasons [Matthew 18:15-22]. *{See Section 6.}*
- 27 5. By written request of member desiring termination of membership.

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29 **Section 6: Discipline**

30 Any member consistently neglectful of his or her duties or guilty of conduct by which the name
31 of our Lord Jesus Christ may be dishonored, and so opposing the welfare of the church, shall be
32 subject to the admonition of the church leadership and the discipline of the church, according to
33 the instructions of our Lord in Matthew 18:15-17 and the example of scripture. Church
34 discipline, then, should ordinarily be contemplated after individual private admonition has failed.
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1 Church discipline can include admonition by the leadership or congregation, suspension from
2 communion for a definite period, removal from office, and forfeiture or termination of
3 membership. (see Matthew 18:15–17; 2 Thessalonians 3:14–15; 1 Timothy 5:19–20; 1
4 Corinthians 5:4–5).

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6 The purpose of such discipline should be:

7 **For the repentance, reconciliation, and spiritual growth of the individual disciplined**

8 (see Proverbs 15:5; 29:15; I Corinthians 4:14; Ephesians 6:4;
9 I Timothy 3:4–5; Hebrews 12:1–11; Psalm 119:115; 141:5; Proverbs 17:10; 25:12; 27:5;
10 Ecclesiastes 7:5; Matthew 7:26–27; 18:15–17; Luke 17:3; Acts 2:40; I Corinthians 5:5;
11 Galatians 6:1–5; II Thessalonians 3:6, 14–15; I Timothy 1:20; Titus 1:13–14;
12 James 1:22);

13
14 **For the instruction in righteousness and good of other Christians, as an example to**

15 **them** (see Proverbs 13:20; Romans 15:14; I Corinthians 5:11; 15:33; Colossians 3:16;
16 I Thessalonians 5:14 [note this is written to the whole church, not just to leaders];
17 I Timothy 5:20; Titus 1:11; Hebrews 10:24–25);

18
19 **For the purity of the church as a whole**

20 (see I Corinthians 5:6–7; II Corinthians 13:10; Ephesians 5:27; II John 10; Jude 24;
21 Revelation 21:2);

22
23 **For the good of our corporate witness to non-Christians**

24 (see Proverbs 28:7; Matthew 5:13–16; John 13:35; Acts 5:1–14; Ephesians 5:11;
25 I Timothy 3:7; II Peter 2:2; I John 3:10); and

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27 **Supremely for the glory of God by reflecting His holy character**

28 (see Deuteronomy 5:11; I Kings 11:2; II Chronicles 19:2; Ezra 6:21; Nehemiah 9:2;
29 Isaiah 52:11; Ezekiel 36:20; Matthew 5:16; John 15:8; 18:17, 25; Romans 2:24; 15:5–6;
30 II Corinthians 6:14–7:1; Ephesians 1:4; 5:27; I Peter 2:12).

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33 **Section 7: Restoration**

34 Any person whose membership has been terminated for disciplinary reasons may be restored
35 upon evidence of his or her repentance and reformation, by recommendation of the Senior
36 Pastor, and by the affirmative acceptance of the church.

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38 **Article II: Church Governance, Organization, and Leadership**

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40 **Section 1: General**

41 The church is both a spiritual body and a non-profit organized corporation under the laws of the
42 State of Arkansas. The church is subject to the authority of Scripture in all matters and subject to

1 the rules of duly constituted authority (Romans 13:1-7). The church governance and organization
2 is to provide the mechanism for the orderly activity of the church body.

3 **Section 2: Meetings**

4 **A. Worship Meetings**

5 Worship services shall be held each Lord's Day. Other times of worship and Bible study may
6 be scheduled by the church leadership and may be held throughout the week as the church
7 determines. These meetings are open for the entire membership of the church and for all
8 people and shall be conducted under the leadership of the Senior Pastor, his designee, or
9 other pastoral staff in the absence of a Senior Pastor.

10 **B. Special Meetings**

11 Special worship meetings for the purpose of edification of the church or in support of the
12 purposes of the church may be scheduled as needed as determined by the Senior Pastor and
13 pastoral staff.

14 **C. Business Conferences**

- 15
- 16 1. Annual business conferences are to be held on the third Wednesday of November each
17 year. If the third Wednesday occurs on the same week as Thanksgiving, the annual
18 conference shall occur on the second Wednesday of the month.
 - 19 2. Special called business conferences may be scheduled as needed when a vote of the
20 church membership is required. These meetings must be announced at a minimum of two
21 regular worship services and one week prior to the called meeting. In unusual
22 circumstances or matters of great urgency, this notice provision shall be waived by
23 unopposed action by the church assembled at any regular worship meeting.
 - 24 3. Recommendations and budgets placed before the membership for consideration must be
25 available in print at least one week prior to a church business conference.
 - 26 4. The Senior Pastor, or his designee, shall serve as the moderator of all church business
27 conferences. In the event the church has no Senior Pastor or the Senior Pastor and his
28 designee are absent, the Chairman of the Deacon Body shall call the church to order and
29 nominations from the floor shall be received and a moderator *pro-tem* shall be elected.
30 The moderator is to utilize *Robert's Rules of Order* for the purpose of conducting
31 meetings and may appoint a parliamentarian, if he determines such appointment to be
32 appropriate.
 - 33 5. Annually, the following matters shall be brought before the church at conference:
34 a. A slate of deacons to serve the church body as may be necessary to fill vacancies or
35 to increase the size of that body.
36 b. A slate of proposed members for church ministry teams.
37 c. The annual church ministry support plan (budget).
 - 38 6. Additionally, the following matters are to be brought to church conference:
39 a. Any proposed changes to the church Constitution and Bylaws.
40 b. Any proposed action regarding the calling of a new Senior Pastor or Associate Pastor.
41 c. Any transactions that involve the purchase or sale of any real property, unless the
42 membership gives that authority to another church group or ministry team.

- 1 7. A quorum consists of those members in good standing in attendance at an annual or
2 called business conference.
3 8. In any vote of the church in which members in good standing are eligible to vote, all
4 votes must be cast in person by those qualified to vote.
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6 **Section 3: Pastors**

7 All pastors shall be elected for an indefinite period of time and may terminate his position with
8 the Church by a notice of thirty days, or the Church may terminate his position by the same
9 notice. The church may dissolve the pastoral relationship by a three-fourths' vote, by secret
10 ballot, of the membership present at any regular or special church business conference provided
11 such notice is given as is required for special business conferences.

12 The qualifications for pastor shall be consistent with those listed in I Timothy 3:1-7.

13 The role and title of pastor may only be assumed by ordained men, who in response to God's
14 call, have devoted their vocational lives to the ministry of the Word and prayer in the service of
15 the Lord's church.

16 All pastors shall be or shall become members of the church. If he is married, his wife must also
17 be or become a member of the church.

18 **A. Senior Pastor**

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20 1. By virtue of his calling, the Senior Pastor is the spiritual leader of the church and
21 shall have general and active management of the operation of the corporation. He, or
22 his designee, shall be responsible for the administration of the corporation, including
23 general supervision of the policies of the corporation. He, or his designee, shall be in
24 charge of all worship and other public services of the church.
25
26 2. Whenever a Senior Pastor vacancy occurs, a new Senior Pastor shall be called by the
27 church.
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29 When a Senior Pastor retires or plans to resign, he may guide the church, with the
30 help of the Personnel Ministry Team and Pastoral staff, through the process of
31 selecting the next pastor. In this instance, no separate search team is assembled. The
32 votes required for a new pastor remain in effect.
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34 If a vacancy occurs and there is no Senior Pastor, a search team will be assembled.
35 The search team will have nine members comprised of the following:

- 36 2 representatives from the Personnel Team,
37 2 representatives from the current Associate Pastoral Staff,
38 2 representatives from the current Deacon Ministry Team,
39 3 representatives selected from the membership of the church body.

40 This team shall be charged with the responsibility of securing a permanent Senior
41 Pastor for the church.

1 The call of the Senior Pastor shall take place at a meeting especially set for that
2 purpose with notice given as is required for a special business conference. Only one
3 name may be brought before the church for consideration as pastor, and no
4 nomination shall be made except that of the team. The church shall have the
5 opportunity to hear the minister at a Sunday morning worship meeting prior to a vote
6 being taken unless this provision is waived by a majority vote of the church in any
7 regular or special business conference. Election shall require an affirmative vote of
8 three-fourths of those present and voting to constitute a call. Should the one
9 recommended by the team fail to receive a three-fourths vote, the team will be
10 instructed to seek out another minister and the meeting shall be adjourned without
11 debate.

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13 The search team may recommend that the church pursue an interim period between
14 pastors for intentional purposes. A majority vote of the church of those present and
15 voting at a regular or special business conference is necessary to begin this interim
16 period.

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19 **B. Associate Pastors**

20 Associate Pastors are called by the church. The search for Associate Pastors is led by
21 the Senior Pastor with assistance from the Personnel team and other pastoral staff.

22 Only one name at a time may be brought before the church for consideration, and no
23 nomination shall be made except that of the Senior Pastor and those designated to
24 help in the search. Associate Pastors must be approved by at least a two-thirds
25 majority of those present of the church at a regular or special business conference.

26 Associate Pastors may not be called except on an interim basis during the absence of
27 a Senior Pastor.

28 The role of Associate Pastors is to support the Senior Pastor in leading and serving
29 the church.

30 **C. Assistant Pastors**
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32 Assistant Pastors are called and hired by the Senior Pastor in coordination with the
33 personnel team and Associate Pastors. Generally, Assistant Pastors will report
34 directly to an Associate Pastor and will serve in specialized areas of ministry.

35 Assistant Pastors may not be called except on an interim basis during the absence of a
36 Senior Pastor.

37 The role of Assistant Pastors is to support the Senior Pastor and Associate Pastors in
38 leading and serving the church.

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1 **Section 4: Vocational Ministers**

2 Vocational ministers are those who serve in the ministry of the church but do not meet the
3 requirements as set out in Scripture to serve as a pastor or they serve the church in a non-
4 pastoral role.

5 The search for vocational ministers is led by the Senior Pastor with assistance from the Personnel
6 team and other pastoral staff. Vocational ministers must be or become members of the church.
7 They are called and hired by the Senior Pastor in coordination with the Personnel Team and
8 Associate Pastors.

9 Vocational ministers may not be called or hired except on an interim basis during the absence of
10 a Senior Pastor.

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12 **Section 5: Employees and Support Staff**

13 Church employees and support staff serve at the will of the Senior Pastor. Employees are guided
14 by job descriptions and policies determined by the Senior Pastor and Personnel Team of the
15 church.

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17 **Section 6: Church Clerk**

18 The office manager of the church, or another person so designated by the Senior Pastor, shall
19 serve as the church clerk. The clerk shall be responsible for membership rolls and keeping all
20 records of the business conducted by the church during regular and special business conferences.

21 The clerk shall issue letters of dismissal for members in accordance with the church bylaws and
22 shall send a request for membership transfer for candidates for membership.

23 The clerk shall quarterly report membership updates to the church membership. This is to be
24 done in conjunction with quarterly financial reports and shall be done no later than thirty days
25 following the end of each quarter.

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27 **Section 7: Church Auditor**

28 The church shall elect an auditor at the annual business conference. The church auditor shall
29 audit the church accounts monthly, and shall report to the Finance Ministry Team quarterly and
30 additionally as needed.

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1 **Article III: Church Finances**

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3 **Section 1: General**

4 The fiscal year of the organization shall be from January through December.

5 No method of raising funds shall be entertained which is in conflict with the scriptural ideals of
6 the Church.

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8 All funds donated for missions by the societies and organizations of the Church shall pass
9 through the church business manager in order that due record may be made and credit given to
10 the church.

11
12 Contributions shall always be gathered and counted in the presence of at least two unrelated
13 people who are members in good standing of the church.
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16 **Section 2: Contributions**

17 It is understood that membership in this church involves financial obligations to support the
18 Church and its causes with regular and proportionate giving. Each member shall be encouraged
19 in Scriptural giving, with tithing as the ideal minimum. Special offerings may be sought by the
20 Church, or by any of its organizations, with the approval of the Senior Pastor, pastoral staff, and
21 the Finance Ministry Team. This shall not preclude individuals from making special offerings or
22 designated gifts at any time as the Spirit of God may move them.
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24 Contributions made to the church may be considered as charitable contributions for tax purposes
25 in accordance with the regulations of the Internal Revenue Service and the laws of the State of
26 Arkansas. Final authority to determine the eligibility of the contribution is the responsibility of
27 the church business manager and/or the Finance Ministry Team.
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29 The business manager shall provide to individuals an annual record of giving to the church by
30 the end January for the preceding year.
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33 **Section 3: Planning**

34 The financial planning of the church shall be done through the medium of an annual ministry
35 support plan for carrying out of the various programs of its work. The annual ministry support
36 plan shall be adopted by the church during the annual business session upon recommendation by
37 the Finance Ministry Team.
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39 Matters involving staff compensation shall be the responsibility of the Personnel Team and
40 Finance Ministry Team.
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1 **Section 4: Accounts**

2 Financial receipts from all sources shall be accounted for by the church business manager
3 according to the purposes for which contributions are designated. All funds shall be dispersed
4 and accounted for by the business manager under the supervision of the Finance Ministry Team
5 and the church auditor.

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7 Quarterly financial updates shall be made available in print for the church membership not more
8 than thirty days following the end of each financial quarter.

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11 **Section 5: Debt**

12 No note or contract exceeding 1% of the total annual budget whereby the credit of the Church is
13 pledged shall be made except by recommendation of the Finance Ministry Team and approved
14 by the Senior Pastor.

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16 In the event of liquidating church assets and real property, any and all debt accrued by the church
17 must be retired prior to transferring property to any other entity.

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20 **Section 6: Authority to Bind Church**

21 The trustees of the church are the only officers who have authority, in accordance with these By-
22 Laws, the Church Constitution, and any applicable laws, to execute legal documents relating to
23 real estate, church property, and church finances. The signatures of three trustees shall be
24 necessary to execute any legal documents on behalf of the church.

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26 The trustees of the church shall be the current:
27 Deacon Ministry Team Chairman
28 Deacon Ministry Team Assistant Chairman
29 Personnel Ministry Team Chairman
30 Finance Ministry Team Chairman
31 Building and Grounds Ministry Team Chairman

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34 **Article IV: Amendments**

35 Changes to the constitution and/or bylaws may be made at any annual or special business
36 conference of the church. All regulations for calling a special business conference apply to
37 meetings for the purpose of amendment. All proposed amendments shall be made available in
38 writing at least one week prior to the vote.

39 Amendments shall be approved by an affirmative vote of two-thirds of all eligible members
40 present to vote at the business conference.

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1 **Article V: Facilities**

2 The church facilities are first, and foremost, set apart for the worship of God and the edification
3 of His people.

4 **Section 1: Weddings**

5 This church believes that weddings are worship services. As worship services, weddings on
6 church property shall be officiated by one or more ordained ministers of the Gospel. The church
7 may decline to make its facilities or ministers available for any wedding if it is determined that
8 one or both of the parties are not biblically and/or legally qualified to marry. Final determination
9 in this matter is reserved for the Senior Pastor.

10 **A. Qualification**

- 11 1. The church is available for the weddings of active members in good standing.
12 2. At the discretion of the Senior Pastor, the facility may be used for the wedding of
13 a child, parent, grandparent, or grandchild of an active member in good standing.
14

15 **B. Scheduling**

- 16 1. The first step in scheduling a wedding shall be to contact the church office for a
17 wedding application.
18 2. Following approval of a date, a church pastor will contact the couple to visit with
19 them regarding biblical and/or legal qualifications to marry at the church. The
20 pastor will then connect them to the church wedding coordinator to further plan
21 for the service. Only after an initial meeting with a church pastor may the
22 wedding date be confirmed on the church calendar.
23 3. An appointment should be made with the church wedding coordinator to discuss
24 policies and procedures.
25 4. The bride and/or groom are to contact the Senior Pastor, or the church pastor
26 performing the ceremony, to arrange a time to discuss the wedding ceremony and
27 premarital counseling. A general outline of the ceremony will be presented to the
28 pastor performing the ceremony. Any changes to the ceremony must be presented
29 to the pastor for his approval
30 5. Weddings scheduled on Saturday must start no later than 2:00 p.m.
31 6. A wedding ceremony may be cancelled by the bride or groom by written notice to
32 the Senior Pastor or the pastor performing the ceremony. The wedding
33 coordinator or the Senior Pastor may cancel a scheduled wedding at his discretion
34 in case of an emergency or the discovery of a disqualifying condition.
35 7. Any officiant who is not a pastoral staff member of the church must be approved
36 by the Senior Pastor to officiate at any wedding at the church. If a minister not
37 affiliated with the church performs the ceremony, the contents and details of the
38 ceremony must be approved by the Senior Pastor or his designee.
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40 **C. Rehearsals**

- 41 1. Unless otherwise noted, rehearsals will occur at the location of the wedding on the
42 evening prior to the wedding.

- 1 2. The couple may utilize a professional wedding coordinator, but the pastor
2 performing the ceremony or his designee shall direct the rehearsal according to
3 the previously approved ceremony.
- 4 3. Dress for the rehearsal should be in keeping with the reverent nature of a
5 Christian wedding.

6 7 **D. Music**

- 8 1. Christian weddings are a worship service. The music should be in keeping with
9 this view. The church worship pastor must preview and approve all music a
10 minimum of two weeks prior to the wedding.
- 11 2. Instrumentalists may be provided by the church for a fee.

12 13 **E. Sound and Video Technicians**

- 14 1. If the sound or lighting systems are required for the ceremony, a technician will
15 be secured by the church wedding coordinator for a fee. Only church authorized
16 engineers may be used and may operate church sound or lighting systems. The
17 technician is responsible for all lighting and sound during the ceremony and will
18 attend the ceremony and rehearsal as scheduled.
- 19 2. If video equipment or projection is desired during the ceremony or rehearsal, the
20 church wedding coordinator will secure a technician for a fee. Videos must be
21 submitted in a DVD format and available a minimum of one week prior to the
22 ceremony for approval by the church staff.

23 24 **F. Photographers**

- 25 1. Photographs may be taken before and after the ceremony in any part of the
26 building reserved for the wedding. Photographs may not be taken in the Worship
27 Center following the reception.
- 28 2. Photographs taken before the ceremony must conclude thirty minutes prior to the
29 scheduled starting time.
- 30 3. No flash photography may be used during the ceremony to preserve an
31 atmosphere of worship. Time exposures (no flash) may be taken from the rear of
32 the sanctuary or from the balcony if it can be done quietly during the ceremony.
- 33 4. No furniture may be moved or used as a ladder for photography. A ladder should
34 be brought if it will be needed for the photographs.
- 35 5. All videos will be made from the balcony or rear of the worship center. Stationary
36 or unmanned cameras may be used in discreet places during the ceremony.
- 37 6. Flash photography is permitted during the recessional.
- 38 7. It is the responsibility of the bride and groom to communicate these policies with
39 the photographer. Failure to follow these policies may disqualify photographers
40 from participating in weddings at the church in the future.

41 42 **G. Building Usage**

- 43 1. A room for the bride and her attendants will be provided. The groom and his
44 attendants will also have a room to use for dressing. These rooms should be
45 cleaned by the wedding party, but chairs and tables will be replaced by the
46 maintenance staff.

- 1 2. The nursery and children’s areas are not available for use during weddings or
- 2 rehearsals. Other classrooms may not be used by the wedding party or guests.
- 3 3. No food or beverages are allowed outside of the designated rooms. If snacks are
- 4 provided for the wedding party, the wedding coordinator will help arrange an area
- 5 to be used.
- 6 4. Children under the age of twelve must be supervised by a parent or adult at all
- 7 times. Children are not to be in the balcony or near sound or video equipment for
- 8 any reason.
- 9 5. No rice, confetti, potpourri, fireworks, glitter, or flower petals may be used,
- 10 thrown or dropped inside any church facility. Birdseed, bubbles, and flower petals
- 11 may be used outside the buildings only.
- 12 6. No food or drink (including water) is allowed in the worship center at any time.
- 13 7. The wedding coordinator must be present to unlock and lock the doors.

14 **H. Decorations**

- 15 1. No tacks, nails, screws, tape, staples, pins, glue, or adhesive of any kind may be
- 16 used in any part of the building or on any church furniture. Only ribbon or
- 17 specially designed pew clips may be used to secure decorations to pew ends.
- 18 2. No candles may be placed in the aisles or attached to the end of pews.
- 19 3. Dripless candles are the only permitted type of taper candles. Plastic sheeting
- 20 must be placed beneath all candles. If wax is dripped on the floor, the couple is
- 21 responsible for the cost of professional cleaning of the floor.
- 22 4. No furniture or instruments are to be moved from the stage area. The only items
- 23 allowed to be moved on the stage are the pulpit, front stage monitors, and pastors
- 24 chairs. The wedding coordinator will move these items, and no other items on the
- 25 stage or in the choir loft may be moved. The wedding coordinator and/or the
- 26 maintenance staff will reset the stage furniture.
- 27 5. Wet or damp decorations must be in moisture-proof containers.
- 28 6. Only silk flowers petals may be utilized by a flower girl in the building.
- 29 7. Following Saturday weddings, the family should clean the building immediately
- 30 following the wedding. If the wedding occurs on any other day of the week, the
- 31 family may coordinate to clean the morning following the wedding. There is no
- 32 storage available at the church. Rented materials must be picked up from the
- 33 church at a time prearranged with the wedding coordinator.
- 34 8. The wedding coordinator will begin clearing the worship center of decorations
- 35 during the reception.
- 36 9. Wedding preparation times must be approved by the church wedding coordinator.
- 37 10. Couples should prepare decorations, as much as is possible, away from the church
- 38 campus.
- 39 11. Clean-up must be completed by 7:00 p.m. on Saturdays.

40 **I. Receptions**

- 41 1. All other building usage policies apply to the reception.
- 42 2. The church does not assist with receptions, even if they are held on the church
- 43 property.
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- 1 3. All plates, flatware, service utensils, and paper products must be provided by the
- 2 couple or their caterer.
- 3 4. All areas used for the reception, including the kitchen, must be returned to their
- 4 original condition immediately following the reception.
- 5 5. The wedding coordinator will assist the couple in planning a layout for the
- 6 reception room.
- 7 6. Set up for the reception must be scheduled with the wedding coordinator.
- 8 7. All music to be used at the reception must be approved by the wedding
- 9 coordinator two weeks prior to the wedding. Dancing is not permitted at
- 10 receptions in the church facility.

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12 **J. Fees**

13 All fees are due two weeks prior to the wedding date. Maintenance fees are charged
14 based upon the areas of the building that are used for the wedding, reception, and
15 rehearsal. Failure to pay the fees may result in the cancelation of the wedding.

16	Building & utilities (waived when bride or groom is a member)	\$700
17	Sound Technician	\$85
18	Video Technician	\$40
19	Maintenance Staff – Worship Center	\$75
20	Maintenance Staff – Family Life Center	\$75
21	Maintenance Staff – Youth Area	\$50
22	Wedding Coordinator	\$150
23	Wedding Coordinator – additional fee if directs wedding/rehearsal	\$100
24	Pastor - suggested honorarium	\$300
25	Musicians (per person, if secured by the church)	\$75

26 **K. Miscellaneous**

- 27 1. No alcohol may be brought into the church facility or onto church property at any
- 28 time during the rehearsal, preparations, wedding, or reception.
- 29 2. Persons under the influence of alcohol or drugs may not participate in the
- 30 rehearsal or the wedding. The officiant or church wedding coordinator has the
- 31 final authority on this determination.
- 32 3. No animals, except service animals, may be brought into the facilities or be a part
- 33 of the service.
- 34 4. If the church is required to make repairs from damages to the church facilities or
- 35 campus, or to conduct an extraordinary clean-up of the church campus as a result
- 36 of the ceremony or related activities, the couple will reimburse the church for the
- 37 cost incurred.
- 38 5. No tobacco products are to be used inside the church facility at any time, nor
- 39 should it be used near building entrances or under exterior covered areas.
- 40 6. The church pastoral staff and/or wedding coordinator reserve the right to stop the
- 41 ceremony at any time if necessary.

1 **Section 2: Funerals**

2 The church believes that funerals are worship services where loved ones are remembered and the
3 Lord is glorified. Funerals of church members may be held in the Worship Center of the church.
4 These services shall be officiated by an ordained pastor from the church or a minister approved
5 by the Senior Pastor. Understanding that funeral arrangements occur quickly, all diligence will
6 be given to make the facilities available for members; however it may not always be possible
7 because of previously scheduled events or ministries.

8 Funerals are viewed as worship services; therefore, the music, readings, and messages should be
9 in keeping with this view. The Senior Pastor, or his designee, reserves the right to disallow any
10 portion of a funeral that he views is not in keeping with the dignity of the service of the church.

11 The church facilities may be made available for non-members at the discretion of the Senior
12 Pastor. All other expectations for funerals remain in effect.

13

14 **Section 3: Other Uses**

15 A. The Church facilities are available for use by active church members in good standing
16 for the purpose of private gatherings. (Ex: Birthday parties, anniversary celebrations,
17 family reunions, etc.)

18

19 B. Church tables, chairs, and certain kitchen equipment are permitted to be used off
20 campus for church related activities only.

21

22 C. The following conditions apply to all usage:

23 1. Only the Family Life Center, Kitchen, Parlor, and Youth areas are available for
24 use. Children's and Adult classrooms may be used at times with prior approval
25 from the pastoral staff member overseeing that area.

26 2. All requests must be made in writing through the church office and must not
27 conflict with other events or services, and must be approved by the church staff.
28 Forms must be submitted no less than one week prior to usage.

29 3. A \$50 refundable deposit is required.

30 4. Because of wear and tear on the building and increasing utility rates, times should
31 be limited and a contribution given if possible.

32 5. The facilities shall be cleaned and returned to their original condition by those
33 using them. Failure to do so may result in the loss of the deposit.

34 6. Keys should be picked up at the church on the last working day before the event
35 and returned on the first working day following the event. Failure to do so may
36 result in the forfeiture of the deposit.

37 7. Children accompanying adults must be supervised and restricted to the areas
38 being used for the event.

39

40 D. Outside groups may use the church facilities only if the purpose of the group is a part
41 of the extended ministry of the church or is in agreement with church doctrines,
42 beliefs, and practices. Also, the following apply to groups:

- 1
- 2
- 3 1. All baptisms shall be by immersion.
- 4 2. Baptisms shall be administered by a member of the pastoral staff or whomever the
- 5 church shall authorize. The Senior Pastor shall have the responsibility to authorize
- 6 these individuals.
- 7 3. Baptism shall be administered as an act of worship during any worship meeting.
- 8
- 9

10 **B. Lord's Supper**

11 The Lord's Supper is a symbolic act of obedience whereby members of the church,
12 through partaking of the bread and cup, commemorate the death of Jesus Christ and
13 anticipate His second coming.

- 14 1. The Lord's Supper is observed during the Easter and Christmas seasons and at
- 15 other times as scheduled by the pastoral staff.
- 16 2. The pastoral staff and the deacons shall be responsible for the administration of
- 17 the Lord's Supper.
- 18 3. The deacons shall be responsible for the physical preparation for the Lord's
- 19 Supper.
- 20 4. The observation of the Lord's Supper shall be restricted to only those who have
- 21 made a profession of faith in Christ as Savior, have experienced believer's
- 22 baptism by immersion, and are members in good standing of the church or of a
- 23 sister church of like faith and order.

24

25 **Section 4: Bereavement**

26 The church desires to respond to the sorrow of a brother or sister in Christ as prescribed
27 in the Word of God. To show love and concern to our membership during their time of
28 sorrow, the church encourages member involvement and uses the following bereavement
29 policy:

- 30 **A.** A Bereavement Ministry team is elected by the church and consists of five directors.
- 31 This team shall function as a part of the church Hospitality Team. Church members
- 32 and regular church attenders may participate in this ministry.
- 33 **B.** A meal is provided in the home or at the church when a member or in-home relative
- 34 dies.
- 35 **C.** A meal certificate or a memorial gift will be provided when someone in the
- 36 membership experiences the death of a parent, child, sibling, grandparent, or
- 37 grandchild who is not a member of the church. The choice will be at the discretion of
- 38 the family. Memorial gifts may be given to church ministries or other ministries. The
- 39 church staff may assist families in selecting an appropriate place for memorials.
- 40 Exceptions may be made to this policy at the discretion of the bereavement team or
- 41 the church staff.

1 **D.** Flowers will be sent to the funeral home or home at the death of a church member or
2 the death of a spouse, child, parent, sibling, grandparent, grandchild, or in-home
3 relative.
4

5 **Section 5: Gift Baskets**

6 The church desires to celebrate with families for important milestones in their lives.
7 Specifically, the church does this for the birth of a child or the first marriage for members
8 in good standing. The following policy is used for gift baskets:

- 9 **A.** New Arrival Gift Baskets are presented to families who welcome their first child or
10 first child while active members in good standing of the church.
11 **B.** Smaller gift baskets are given to active members in good standing when they
12 welcome subsequent children into their family.
13 **C.** Newly Married Gift Baskets are presented to couples for first marriages when one or
14 both of the parties are active members in good standing of the church.
15 **D.** Baskets are funded in the following manner:
16 1. \$75 from the hospitality fund in the church ministry support plan.
17 2. \$200 from adult LifeGroups. Groups contribute \$1 per person per basket.
18 3. Groups are notified in advance of each basket being given.
19 **E.** The policy does not preclude any individual or group in the church from hosting a
20 wedding or baby shower for church members.
21

22 **Section 6: Ministry Teams**

23 **A. The Ministry**

24 The ministry of the church is supported by ministry teams that serve in their given
25 capacity to carry out the functions of the church.
26

27 **B. Qualifications**

28 Members in good standing may be elected to serve on one of the church ministry teams.
29 Members must remain in good standing during their tenure on the team or they will
30 forfeit their position on the team.
31

32 Members in good standing may only serve on one ministry team. However, members of
33 the Deacon Ministry Team and Personnel Team may serve on one other ministry team.
34

35 Team members are elected by the church at the annual business conference. Nominees
36 are presented annually by a sub-committee of the deacon ministry team. Nominees may
37 be made from the floor during the business conference as well. Ministry teams may send
38 recommendations to the nominating team of the deacon body.
39

40 Team members serve on a three year rotating basis, unless otherwise noted in the church
41 bylaws. Members must remain off of a team for one year after their rotation before being
42 reelected to serve on that team.
43

1 **C. Ministry Teams of the Church**

2 The ministries of the Church are to be consistent with the doctrines, church covenant,
3 constitution, and bylaws. They are to be under the supervision of the Senior Pastor, or his
4 designated Church Staff member. In order for a ministry to be considered as a ministry of
5 the Church, it must be under the Scriptural authority of the Church so as to insure
6 appropriate accountability, integrity, and management of such ministries. The Church
7 Staff person having that ministry responsibility may create such organizational structure
8 as is needed with the approval of the Senior Pastor.

9 **1. Deacon Ministry Team**

- 10 **a.** This team works with the Senior Pastor and staff to minister to the
11 spiritual and physical needs of the church members.
12 **b.** They must meet the qualifications to serve as deacons. [I Timothy 3:8-13]
13 They must also continue in a godly walk before men and God.
14 **c.** Meetings are called bimonthly.
15 **d.** The team shall select a chairman who serves on a two year rotation.
16 **e.** Deacons serve until they request to no longer serve or they no longer meet
17 the qualifications of a deacon.
18 **f.** The deacons shall select a team of three to five men to serve as a
19 nominating team. This team shall select nominees for the other church
20 ministry teams to be elected by the church at the annual business
21 conference. Ministry teams may send suggestions to the nominating team
22 for this process.

23 **2. Personnel Ministry Team**

- 24 **a.** This team works with the Senior Pastor and the church body to help
25 develop and implement personnel policies of the church. The team may be
26 consulted on decisions related to hiring, realigning, and dismissing staff.
27 **b.** The team conducts yearly staff evaluations.
28 **c.** Meetings are called as needed.
29 **d.** This is a five person team of standing members. New members are only
30 elected to fill vacancies on the team.

31 **3. Missions Ministry Team**

- 32 **a.** This team helps encourage and support the promotion and participation of
33 the church members in mission endeavors. They work with the church
34 staff to accomplish the objectives and goals of the Missions Ministry.
35 **b.** This team consists of nine members. Three new members are elected
36 annually.
37 **c.** Meetings are called as needed.
38 **d.** This team works directly under the leadership of the Missions Pastor
39 provided the church currently has a pastor in this role, otherwise they
40 report to the Senior Pastor.

41 **4. Finance Ministry Team**

- 42 **a.** This team is responsible for overseeing church spending in coordination
43 with the church business manager.

- 1 c. Meetings are called as needed.
- 2 **9. Building and Grounds Ministry Team**
- 3 a. This team oversees church property and is responsible for the maintenance
- 4 and repairs.
- 5 b. Meetings are called as needed.
- 6 c. This team consists of nine members. Three new members are elected
- 7 annually
- 8 d. A standing chair of the team may be elected by the church and must be
- 9 reaffirmed annually. This is not a requirement if neither the team nor
- 10 church desires.
- 11 **10. Hospitality Ministry Team**
- 12 a. This team exists to enhance the fellowship ministries of the church.
- 13 b. Meetings are called as needed.
- 14 c. The team is comprised of four divisions.
- 15 i. Bereavement
- 16 a. This division consists of five standing members that
- 17 oversee the bereavement ministry of the church.
- 18 b. New members are elected by the church during the annual
- 19 business conference to fill vacancies.
- 20 c. Meetings are called as needed.
- 21 ii. Gift Baskets
- 22 a. This division consists of three standing members that
- 23 oversee the gift basket ministry of the church.
- 24 b. New members are elected by the church during the annual
- 25 business conference to fill vacancies.
- 26 c. Meetings are called as needed.
- 27 iii. Decorations
- 28 a. This division oversees the seasonal and regular decorations
- 29 of the church facility.
- 30 b. This division consists of six team members serving on a
- 31 three year rotation. Two new members are elected annually.
- 32 c. A standing chair of the team may be elected by the church
- 33 and must be reaffirmed annually. This is not a requirement
- 34 if the neither the team nor church desires.
- 35 iv. Fellowships
- 36 a. This team oversees church fellowships as needed.
- 37 b. A standing chair of the team may be elected by the church
- 38 and must be reaffirmed annually. This person shall serve as
- 39 the church hostess.
- 40 c. This team consists of nine members. Three new members
- 41 are elected annually.
- 42 **11. Security & Medical Team**
- 43 a. This team is responsible for the safety and medical concerns of the church
- 44 body during corporate meeting times.
- 45 b. Meetings are called as needed.

- 1
 - 2
 - 3
- c.** The team consists of six members. Two new members are elected annually.
 - d.** The team reports to the Senior Pastor or his designee.