

TOWNE VIEW BAPTIST CHURCH CONSTITUTION

Preamble

We declare and establish this constitution to state and preserve the principles of our faith and to govern our church in an orderly manner. We believe this document is in keeping with the truths of the Bible and as such preserves the liberties of each individual member and the freedom of action of this body in relation to other churches. Members voluntarily agree to the following Articles:

Article I. Name, Objectives and Incorporation

The name of this church will be the Towne View Baptist Church, of Kennesaw, Georgia, located at 1115 Shiloh Road.

Objectives:

- To bring the unsaved to a saving knowledge of Jesus Christ. (Rom. 6:23)
- To care for and encourage one another. (I Thess. 5:14; Heb. 10:25)
- To equip one another to serve the Lord Jesus Christ. (Eph. 4:11 - 12)
- To worship together. (Acts 2:42 - 47)
- To teach the word of Christ. (II Tim. 3:16)
- To carry out "The Great Commission". (Matt. 28:19; Acts 1:8)

Incorporation:

The church shall be incorporated according to the laws of the State of Georgia governing religious bodies, and the handling of property for this church will be in accordance with such laws.

II. Articles of Faith and Church Covenant

We affirm the Holy Bible as the inspired word of God and as the basis for our beliefs. This church subscribes to the doctrinal statement known as *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in 1963 as its **Articles of Faith**.

Covenant:

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and 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 Spirit, we do now in the presence of God 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, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to be a Godly example in the use and sale of addictive beverages or substances that may be harmful to our mind, body and soul; and to use our influence to combat the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

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

We moreover engage then when 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. Polity, Relationships and Dissolution

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See By-law Section 3, Membership.)

All officers, committees, teams and other internal groups created and empowered by the membership shall report to and be accountable only to the church unless otherwise specified by the church.

This church is subject to no other ecclesiastical body, but it will cooperate with the Noonday Baptist Association, the Georgia Baptist Convention, the Southern Baptist Convention and such similar Baptist bodies as this church may hereafter become affiliated, so long as such cooperation does NOT violate the autonomy of this church and the doctrine adopted by this church.

In the unlikely event this church ceases to function and its organization is dissolved, the property shall become the possession of the Noonday Baptist Association or, in succession, the Georgia Baptist Convention or Southern Baptist Convention.

Article IV. Finances

Towne View Baptist Church shall have the authority to receive its support from contributions in the forms of cash, properties and other materials in order to carry out its tasks. The members shall be the sole determiners of the manner of handling these and their use in accordance with the laws of the state of Georgia. An annual budget shall be presented to the members and shall be used to guide the expenditures. A treasurer shall be elected to act for the members in these expenditures.

IV. Amendment

This constitution may be amended by a three-fourths majority vote of the membership quorum, (See By-Law, Church Meetings and Quorum, Section 7) provided the proposed amendment shall have been presented to the church in a business meeting, in writing, at least two months prior to the anticipated date for such vote, and that two such business meetings for discussion shall be arranged and announced appropriately prior to that vote at a third business session.

By-laws

Section 1. General

This is an autonomous and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive rights of self-government in all phases of the spiritual and organizational life of the church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Officers, deacons, committees, teams and other volunteer workers are elected by the church to begin serving January first which is the beginning of the church year for Towne View Baptist Church. Program Organization leadership begin their service September 1.

Section 2. Church Ordinances

Baptism: This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a desire to follow Christ as Lord.

Baptism shall be by immersion in water. The pastor or whoever the church shall authorize, shall administer baptism. It may be administered as an act of worship at any worship service of the church.

A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or staff or deacons. If a negative interest is ascertained on the part of the candidate, that person shall be deleted from those persons awaiting baptism.

The Lord's Supper: The church shall observe the Lord's Supper at least quarterly, unless otherwise scheduled by the church. The pastor or other person designated by the pastor or the church shall administer the Lord's Supper.

Generally, the deacons shall assist in the preparation and administration of the church's ordinances.

Towne View Church follows the pattern of inviting those in attendance at the time of the Lord's Supper who know themselves to be baptized believers in Jesus Christ to participate with the membership.

Section 3. Membership

Qualifications:

This church will receive as members those who qualify in one of the following ways:

1. By **public profession** of their faith in Jesus Christ as their Savior and Lord, requesting baptism by immersion in obedience to the command of their Lord Jesus Christ and agreeing to submit themselves to the teachings of the Bible.
2. By **transfer of membership** by letter from another church of like faith and order.
3. By **statement** of prior profession of faith and baptism by immersion as a believer in Jesus Christ in another church, if and when a letter is not obtainable.

Process:

Profession of Faith: When a person indicates a desire to make a public profession of their faith in Jesus Christ as their Savior and Lord, the pastor or person presiding will so inform the congregation, indicating that the person will be/has been counseled and may become a candidate for baptism upon the recommendation of the Membership Committee. The person may then be eligible for church membership upon further recommendation of the Membership Committee and a vote by the church in business session.

Transfer by letter or statement: A person desiring to become a member of the church by either of these means may make this request known to the pastor in a public church service or privately to the pastor or a member of the Membership Committee and shall receive a membership request form. When the committee has received the appropriate credentials or a satisfactory "statement" of their

previous church membership, the candidate shall be eligible for membership and a vote by the church in business session.

Orientation: All candidates for membership in Towne View Baptist Church are expected to participate in a suitable orientation session or sessions during which various aspects of the Christian faith, church membership, church history, polity, support and participation will be discussed. (See Membership Committee - **Manual**)

Voting to Receive Members: A special business session for the purpose of electing eligible candidates for membership will be held on the first Sunday of each month at the end of the 11 AM worship service. At this time the pastor will present to the church those candidates who have met the criteria for church membership. The congregation will vote on these candidates. The type of voting will be according to the Pastor's discretion, with a 2/3 majority vote required.

Duties and Rights:

1. Every member is entitled to vote at all elections and on all matters submitted to the church in conference.
2. Every member is eligible for consideration for elective offices, committees, teams, and other positions of leadership according to the church approved guidelines for those positions.
3. Every member may participate in the ordinance of the Lord's Supper as administered by the church.
4. Members are expected to be faithful in all duties essential to the Christian life and to attend regularly the services of the church, to participate in its organized work, and to contribute regularly for its support and causes.

Discipline:

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

Should some serious condition develop which would cause a member to become a liability to the general welfare of the church, the pastor and the appropriate deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member, with a joint motion from the Membership Committee and the deacons, a two-thirds vote of the quorum is required, and the church may proceed to declare that the person is no longer a member.

Restoration:

The church may restore to its membership any persons previously excluded at the request of that person and by a two-thirds majority vote of the quorum, upon evidence of that person's repentance and reformation.

Termination of membership:

Membership in Towne View Baptist church may be terminated by a two-thirds majority vote of the quorum in regular conference or in one called for this purpose, in one of the following ways:

1. **Death** of the member.
2. **Transfer** to another church of like faith and order, and upon request for a letter of dismissal.
3. **Exclusion** by disciplinary action of this church.
4. **Removal** upon written request or proof of membership in a church of another denomination.

Section 4. Church Staff

General: Job descriptions for all church staff positions shall be developed and maintained by the Personnel Committee and approved by a vote of the membership. General and specific policies and procedures will be likewise developed for approval by the membership and will be contained in a **Manual of Job Descriptions, Policies and Procedures**. (Referred here-in-after as **Manual**)

General qualifications for the ministerial staff are found in several passages of Scripture. (II Timothy 3:1-7; I Corinthians 12:12-31; Acts 16:1, 3; Galatians 3:28)

The pastor and ministerial staff will lead the church body to function as a New Testament church and will be responsible for the members spiritual growth and general welfare. They will devote their time to working closely with elected church leaders, and shall seek to maintain harmony in church staff relationships.

1. **Pastor:** The primary staff person will be the Pastor, who will supervise and coordinate the work of the ministerial staff and such others as may be agreed upon.

A. **Position Description:** (see **Manual**)

B. **Process for employment:**

Staff members of whom the church requires evidence of a personal call of God shall be recommended to the church by a Special Search Committee and extended a "call" by a vote of the church in a business meeting established for that purpose. A 90% affirmative vote of those members present will constitute a "call".

When the need for a pastor arises, the church shall request the Nominating Committee to nominate five (5) members, two women, two men, and one person from the Personnel Committee, for election by the church in business session to serve for this task. In counsel with the Stewardship and Finance Committee and with church approval as to salary, benefits and other expenses, together with the church approved job description and qualifications, they shall proceed to present to the church one candidate from among those surveyed, for the position.

They shall arrange for a visit or visits, meetings with appropriate groups, and preaching. Following the preaching visit, the Search Committee will lead in a Wednesday evening discussion of the candidate, to be followed on Sunday with the vote. If for any reason the candidate declines or is not approved, the same Search Committee shall continue its work.

C. **Interim or Supply:** In the event of a vacancy in the position, the Deacons shall name a three (3) person committee, two from their body and one from the Personnel Committee, to serve the church in securing supply preachers or an interim pastor. They shall work with the Stewardship and Finance Committee to establish a suitable honorarium and expense reimbursement basis to be approved by the church for these services. In the case of an Interim Pastor, the committee shall present the candidate to the church for approval and for a vote of that body. The Pastor Search Committee, upon presenting a pastoral candidate for the church's consideration, shall notify this Deacon committee who shall in turn indicate this to the interim or supply preacher.

2. Other Ministerial Staff Positions:

1. General considerations: As the need for additional ministerial staff arises, a similar procedure as for the pastor shall be followed. Those positions for which a personal "call" of God to that work is expected shall be recommended to the church by a special search committee, nominated by the Nominating Committee in cooperation with the Pastor, composed of five (5) persons - one from the Personnel Committee, and two men and two women, to be elected by the church.

2. The Stewardship and Finance and Personnel committees shall be involved in establishing the salary and benefits, position descriptions and qualifications, which shall be approved by the church in business session.

3. The candidate selected shall be invited to visit with the church, the Pastor, other staff members and the related leadership for that position and introduced to the congregation in a regular worship time. Following a pattern similar to that for the Pastor, the church shall be given an opportunity for discussion in a separate session prior to a vote at a meeting called for that purpose. A 90% majority vote shall constitute a "call" by the church.

4. When there is a need for a **interim staff person**, the Personnel Committee shall work with the involved church leadership to ascertain the need, and shall make suitable recommendation to the church for approval, indicating financial arrangements, job description, etc..

3. Termination of Pastor and Ministerial Staff:

1. The Pastor or Ministerial Staff members may relinquish the position by giving a two weeks written notice. This does not require a vote of approval as it indicates the desire and actions of the particular staff member.

2. The church may declare the staff position vacant after a careful procedure based always on an attitude of redemption and reconciliation. The process would require that the particular staff person be given adequate notice of the problem(s), opportunity for direct confrontation with those making the complaint, counsel with the pastor if a staff member, and with the deacons as needed. Then, a motion from the Personnel Committee, with the approval of the deacons is required for discussion of such dismissal at a business meeting called for that purpose according to the by-law governing such called meetings. Those present may select a moderator. A three-fourths majority vote of a quorum is required for such termination.

3. It is expected that the church would provide at least one month's salary and benefits in the case of such termination. The termination would be immediate and the compensation paid within the month.

4. Non-ministerial Staff:

1. The non-ministerial staff members for church approved positions may be employed by the Personnel Committee in conjunction with the appropriate staff and committees related to the tasks. These may include secretarial positions, custodial staff, instrumentalists, etc.

2. All position descriptions approved by the church shall be maintained in the **Manual**.

3. Salary and compensation shall be in keeping with those established in the church budget or as it may be amended by the church.

4. Termination of such employees shall be accomplished by the Personnel Committee in consultation with appropriate staff persons and related committee or teams, and the church so notified.

Section 5. Deacons

General: Deacons, as provided for in the New Testament, shall be selected by the church according to a process established by the church. They are elected to serve for three year terms, established in a rotating fashion. Scripture related to the deacon include: (Acts 6:1-7; I Timothy 3:8-13)

1. The church shall seek to have sufficient deacons to provide for adequate ministry to all persons. A ratio of one deacon for each twelve families shall be an objective.

2. A list of all eligible persons - members aged 25 and above, and who have been active in the life of Towne View Baptist Church for at least one year, and who have demonstrated a servant spirit, shall be presented to the church.

3. Such list shall be made available to the church members for a period of at least two full weeks. Members may then nominate from that list those to fill the number of vacancies which have occurred through rotation or otherwise.

4. The Pastor, church clerk, and current deacon chairman will count the nominations and establish a list of those nominated in order of votes received, highest first. The Pastor and deacon chairman will proceed to counsel with those named in the proper order, informing them of their nomination and the qualifications according to the Scripture and the church, and of the responsibilities of a deacon in their ministry at Towne View Baptist Church.

5. When the number required to complete the deacon ratio has been contacted and has agreed to serve, the church members will be provided with a ballot of these persons for church affirmation. Each nominee must receive at least 75% vote of affirmation of ballots received in order to be elected.

6. **Deacon Vacancies:** If a position become vacant with more than six months in the current year remaining on that term, the Pastor, in cooperation with the active deacons, shall select from the inactive, ordained deacons someone to complete that year's term. A replacement, other than that person, shall then be elected in the usual manner at the time of election of church leadership

7. The responsibilities of the deacons shall be approved by the church and included in the **Manual**. In general these shall include ministry to the church members in cooperation with the pastor and other ministerial staff, service related to the church ordinances and worship, ministry to the pastor, and a benevolent ministry

Section 6. Church Officers

General: Church officers to aid in the ongoing business of the church are selected by the church from nominations by the church Nominating Committee. They serve for a period of one year to begin coincidentally with other workers and, in the case of the clerk and treasurer, may only be eligible for re-election for two additional years. Their tasks are generally self explanatory and will be contained herein.

1. Moderator and vice-moderator: the church shall elect a moderator whose responsibility it is to preside at all business meetings of the church unless otherwise noted, and who shall see that the necessary persons, information, and conditions are provided for such sessions. A vice-moderator shall be elected.

2. Clerk - is responsible for maintaining all church records, for seeing that minutes of all business sessions and Church Council meetings are taken and retained, for counting all ballots for church voting with moderator appointed assistance, for processing requests for church membership and termination, and for official church correspondence.

3. Treasurer- is responsible, with the Stewardship and Finance Committee, for the processes of receiving, counting, preserving, paying of bills, presenting of regular financial reports and other matters pertaining to the finances of the church. This person is an ex-officio member of the Stewardship and Finance Committee.

4. Trustees - Three (3) persons nominated by the Nominating Committee, shall be selected for a three year term on a rotating basis to serve the church as trustees. Upon authorization of the church in regular or called business meeting, the trustees shall represent Towne View Baptist Church in all matters of legal responsibility unless otherwise indicated and shall serve as corporation officers for purposes of church incorporation. These duties may include, but are not limited to, purchasing, selling, obtaining a mortgage, leasing or otherwise encumbering properties or the transfer of properties. Additionally, they shall develop and maintain an up-to-date inventory of all properties, facilities and furnishings and shall make recommendations to the church for such insurance and other care as should be provided.

5. Church Librarian - this person shall be an ex-officio member of the Media Services Team, with full privileges. (January 2003)

6. Church Historian - to work with the clerk and others to develop a history of the Towne View Baptist Church. (January 2003)

Section 7. Church Meetings and Quorum

General: Church meetings means all meetings of the church as a body and has no application to meetings of any officers, deacons, organizations, committees or teams. Regular and "called" meetings shall require both a pulpit announcement and written notice as defined in this section.

1. Worship - the church will meet regularly each week for worship which may include preaching, teaching, music, fellowship and evangelism. These meetings shall be open for the entire membership and guests. Other general meetings in order to achieve the purposes of the church shall be scheduled by the Church Council, placed in the annual calendar and approved by the church.

2. Business Meetings - Regular business meetings will be scheduled at least quarterly, and after due announcement, may be used for any item of business the church deems necessary. Generally these shall be conducted on a Wednesday evening.

Special, or "called" meetings of the church may be held to consider matters of a significant nature, such as adoption of the budget, calling of pastor or ministerial staff, purchase of property and approval of building construction, to name a few. The process for calling such a meeting is as follows: The moderator or vice-moderator, with the approval of the Church Council shall be authorized to call for such a meeting. At least two weeks prior notice, giving purpose, date, location and time, published in the church bulletin and announced from the pulpit are required. Only such business as announced shall be on the agenda. Other matters shall be declared out of order.

3. Absentee Voting (adopted 7/30/03) In the case that a member is unable to be present for a business meeting, provisions for absentee voting shall be made under the following guidelines: Absentee voting privileges will be available for motions placed on the agenda of regularly scheduled business meetings and for called business meetings where announcement of a motion and times have been set for church discussion and action.

- a. Absentee ballots will be prepared by the Church Clerk and may be picked-up from the church office or from the Clerk or Moderator.
- b. In order to be valid, absentee ballots must be signed on the back and must be returned to the church office, Moderator, or Clerk prior to the business meeting at which church action will take place.

- c. The Clerk and a member appointed by the Moderator will serve as a counting committee for absentee ballots. When a vote total is announced, the Clerk will indicate the number of absentee ballots cast (but will not indicate if the votes were cast for or against the motion.) Upon request, a list of persons voting by absentee ballots will be made available by the Clerk.
 - d. Absentee ballots will not be counted towards the establishment of a quorum for the meeting.
 - e. Absentee ballots will be rendered invalid if the motion is amended.
4. **Quorum:** A quorum, necessary for any legal or binding church action, shall have been reached when a number equal to 10% of the church membership are present at a meeting duly authorized and publicized.

Section 8. Parliamentary Procedure

Roberts Rules of Order, current revision, is the authority for parliamentary rules of procedure for all meetings of the church where business is conducted.

Section 9. Councils, Committees and Teams

General:

1. The church may establish such Standing and Special committees and teams as it deems necessary to fulfill its purposes and mission, upon recommendations of the Church Council and with the approval of the church in regular business meetings. Unless otherwise provided for, all committees and teams and a chairperson for each shall be nominated by the church Nominating Committee for election by the members. All chairpersons and members of certain Committees and Teams shall come from among the membership of the church (Nominating, Stewardship & Finance, Personnel, Missions, Evangelism, and Membership).

2. Standing Committees and Teams shall be maintained on a three year rotating basis with one-third to be elected each year. Members rotating off a Standing committee shall remain off that committee for one year.

3. No member may serve as chairman of more than one Standing committee or Team, and on no more than two Standing Committees or Teams.

4. The calendar year is the basis for a term. Serving less than six months of a vacant term shall not be counted as one year in the event of such vacancy, and that replacement, nominated by the Nominating Committee, and elected by the church in business session, may assume the term of the person who vacated.

5. The Pastor or a designated staff person may serve as an ex-officio member of committees and teams, except without vote.

6. All Standing committee and team task assignments shall be approved by the church and shall be contained in the by-laws, with amendments as needed. Special Committee or Team task assignments shall first be approved by the church before nominations are made.

Vacancies among the committees and teams shall be filled by nominations by the church Nominating Committee for election at any regular business meeting, or one duly called for that purpose. Committees and Teams having input into the **Manual of Policies and Procedures** shall coordinate this through the Church Council for a vote of approval by the membership.

Church Council:

A Church Council, composed of the Directors of all Programs, the chair-persons of all committees or teams unless otherwise indicated, the chairman of the deacons, the ministerial staff persons, the clerk (for minute taking), and the Pastor, shall be formed to guide and coordinate the overall work of the church. It shall meet monthly at an announced regular time.

The Pastor shall preside unless the function shall be assigned to someone else. Responsibilities include, but are not limited to: establishing and coordinating the church's calendar with church approval, providing a forum for discussion of significant matters calling for church decision making, and representing the interests of ministerial staff persons and church committees and teams to the church body.

Unless otherwise specified, all matters coming to the church in business session shall first be presented for discussion to the Church Council. The Council shall have no authority over any entity created by the church body, but shall serve to discuss and counsel, and may itself only make recommendations to the church.

Family Ministries Council:

To be composed of leaders of the Men's and the Women's Ministry, Senior Adult Ministry, the Youth Ministry Team, the Children's Ministry Team, the Preschool Ministry Team, and the Chair of the Recreation Services Team - these shall comprise a council to see that the entire family is provided for in the programs, ministries activities and fellowship of the church

Committees and Teams:

1. Buildings and Grounds Service Team: (9) members are to provide for the maintenance and care of the current facilities, equipment, furnishings, and grounds. They shall assist in establishing policies for the **Manual** in the care of these.

2. Church Media Services Team: (3) To help develop the library, visual and audio equipment, church public relations materials, church signage, news articles, and other promotional materials. *Chm. not on C.C.*

3. Constitution/By-Laws study committee: (3) Composed of three persons, to receive proposed amendments to the constitution/by-laws. They shall be responsible for reviewing any proposed amendments to the Constitution or By-Laws and presenting these for discussion and a vote by the membership. They may make suggestions relating to the proposed amendment, but may not fail to present the proposed amendment. They will likewise study the current edition of the constitution/by-laws in the light of the practices/procedures, etc. of the church and make necessary suggestions. (January 2003) *Chm. Not on C.C.*

4. Evangelism and Outreach Team: (3) Members. Evangelism is a significant priority of the church. This committee shall seek to keep this purpose before the church throughout the year. The General Outreach leader in S.S., "Contact" leadership, and staff persons shall serve as ex-officio for the work of this team.

5. Hospitality and Food Services Team: (9) This committee shall assist the church in providing hospitality for church guests in cooperation with the inviting entity. They shall also serve to coordinate the preparation, serving and cleaning up for regularly scheduled use of the church kitchen facilities, and counsel with others requesting such usage. Policies should be developed for **Manual**.

6. Membership Committee: (3) To help in processing prospective new members, assisting the clerk and deacons to secure pertinent information, requesting and receiving church "letters" as needed, arranging for baptisms, assist with curriculum and leadership for Member Orientation, coordinate schedules with the Church Council for this, recommend candidates for church approval in counsel with the pastor or appropriate staff person. They shall further assist by developing such procedures for the **Manual**. *Chm. not on C.C.*

7. Missions Ministries Team: (3) To assist the church in missions education, support and participation. Provisions for a fully graded involvement/program are encouraged.

8. Nominating Committee: (6) members, elected for three year, rotating terms, to bring nominations, including a chairman, for all church-elected positions, leaders, teachers, officers, and workers, unless other-wise stated in the by-laws. The Directors of the Program Organizations, once elected, shall serve with them as they consider persons for that particular program only. Vacancies on the Nominating Committee itself shall be nominated by the Church Council for election by the church. *Chm. Not on C.C.*

9. Personnel Committee: (6) members, this committee shall assist the church in its provisions for employed personnel in areas such as benefits, policies of employment, etc. in keeping with the guidelines contained in by-law, Section 3. They may serve to help supervise secretarial and custodial persons as requested. All policies, job descriptions, and benefit schedules shall be maintained in the **Manual**. *Chm. not on C.C.*

10. Recreation Committee: (3) To assist the church in establishing recreational activities for league participation, church activities, and fellowship. Guidelines for participation should be established to insure Christian sportsman like conduct. *Chm. not on C.C.*

11. Stewardship & Finance Committee: (6) members, this committee serves to give attention to the overall financial management, budget building, stewardship development (with other Program Organization leadership), and reporting for the church. They shall assist in establishing and maintaining such financial policies and procedures (**Manual**) as shall guide the church in the safe and orderly management of its financial resources.

12. Worship and Fellowship Assistance Service Team: (9) members, this committee shall assist the congregation to develop its fellowship by means of seasonal activities, observance of special anniversaries, and other activities to assist members in assimilation. They shall assist in worship by: providing for ushers and their training; assistance as needed by the deacons in serving the elements

for the Lord's Supper and baptismal services; establishing policies and guidance for the use of the worship facility for weddings or funerals, in cooperation with the ministerial staff; coordinating seasonal flowers and decorations, etc. They shall have the responsibility for the use of the sound system. Policies should be made public and in the **Manual**.

Section 10. Church Programs

The church shall maintain programs of Bible teaching; church member training, church leader training, and new member orientation; mission education, action and support; and music education, training and performance. These shall all be under church control, with leadership nominated by the Nominating Committee and elected by the church, who shall report regularly to the church, and all subject to church coordination and approval. These shall receive priority in terms of facilities use, finances, personnel and calendar.

1. **Bible Study:** The Sunday School is the basic program for Bible teaching. Its purposes are to include involving preschoolers, children, youth, and adults in Towne View Baptist church and community in age-appropriate Bible study experiences that lead them into a growing relationship with Jesus Christ. Its priorities include evangelism, discipleship, fellowship, ministry and worship. Its work shall be under the direction of the Sunday School Director.

Other facets of the Bible teaching program, coordinated through the Church Council, include Vacation Bible School, ongoing, weekday programs of Bible study, and special Bible study events

2. **Discipleship Training:** This program shall serve to provide training for church members in the functions of the church, church leader training, orientation for new members, teaching of church doctrines, history and polity. Its organization may include a Director and other leaders as needed.

3. **Church Music:** This program, under the direction of the church elected Minister or Director of Music, shall be the music education, training and performance organization of the church. Tasks shall be to teach music, train persons to sing, lead, and play music, to provide music for the church services, and other music related tasks as may be needed. It shall have sufficient leaders to develop age and interest groups as necessary.

4. **Missions Education:** This program shall seek to provide training and involvement for various age and interest groups as deemed necessary. It shall be coordinated through the Mission's and Ministries Team, and may have directors and leaders as needed. It may include groups for men, women, youth and children

Section 11. Amendment

These By-Laws are to enable the church to function smoothly and in order, and to fulfill what is promised in the Constitution. Therefore, they may be amended by the simple process of presenting the proposed amendment in written form at a regular business meeting, it being referred to the Constitution/By-Law study committee for review, and the reviewed version then being mailed to member families, and a vote may be taken at the next business meeting following adequate time for discussion, at which time the by-laws are duly amended. A two-thirds majority vote of the quorum is required for the change. (January 2003)