

**CONSTITUTION & BY-LAWS  
OF  
COLUMBIA BAPTIST CHURCH**

201 Greensburg Street  
Columbia KY 42728

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**Proposed New Committees, Councils and Ministries  
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# CONSTITUTION

## PREAMBLE

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The purpose of a church constitution is to secure and preserve the principle of our faith.

## I. PURPOSE OF THE CHURCH

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The purpose of Columbia Baptist Church is to love the Lord our God with all of our hearts, with all of our souls, and with all of our minds, and to love our neighbors as ourselves, so that others will see our HEART for Him.

**H** – Helping others through ministry.

**E** – Exalting Christ through worship.

**A** – Affirming others through fellowship.

**R** – Reaching others through evangelism.

**T** – Teaching believers through discipleship.

## II. ARTICLES OF FAITH

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The church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. Specifically, with regard to the institution of marriage as stated in the Baptist Faith and Message, Columbia Baptist Church recognizes marriage as being a covenant between one man and one woman. In accordance with this, Columbia Baptist Church will restrict marriage ceremonies performed in or on any church property, or by any member of our pastoral staff, to the union between one man and one woman. Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

## III. CHARACTER OF THE CHURCH

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The government of this church is vested solely in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist churches. Insofar as is practical, this church will cooperate with and support the Russell Creek Association, the Kentucky Baptist Convention and the Southern Baptist Convention.

#### **IV. ADOPTION AND AMENDMENTS**

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**Section 1. Adoption:** This constitution shall be considered adopted and in immediate effect if and when the church votes in favor of its adoption.

**Section 2. Amendments:** This constitution may be amended, altered or repealed by a three-fourths (3/4) vote of the quorum at any regular business meeting of the church or at any special called meeting for that purpose, provided that such amendment, alteration or repeal as is proposed shall be given to the clerk in writing and should be presented to the church membership at least thirty (30) days before the time the vote is to be taken:

- A. In the same manner as the member at that time receives the church bulletin/newsletter, that being: either by mail or email; or
- B. The church member may pick up and sign for a copy, and
- C. Whichever manner is used to distribute the copy if several church members reside as one family unit then it will be satisfactory for the distribution to be made to that family unit as a whole, unless they are receiving multiple copies of the church bulleting/newsletter.

Copies of the amendment shall also be made available at the church office. Notice of the vote on the proposal shall be announced at each Sunday Morning Service on the two (2) Sundays preceding the voting and shall also appear in the church bulletin/newsletter in the two (2) weeks preceding the voting.

## BY-LAWS

### ARTICLE I PURPOSE OF THE BY-LAWS

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The purpose of the Bylaws is to guide the church in governing herself under the direction of the Holy Scriptures and under the Columbia Baptist Church Articles of Faith.

### ARTICLE II CHURCH MEMBERSHIP

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**Section 1. Candidacy:** Any person can seek to join the church membership at any service of the church.

1. Candidates who have made a profession of faith and been immersed in believer's baptism.
2. Candidates who have received a transfer of a letter from another Baptist Church which practices believer's baptism by immersion and is in doctrinal accord with the Baptist Faith and Message.
3. Candidates who have provided a statement of membership from another Baptist Church which practices believer's baptism by immersion and is in doctrinal accord with the Baptist Faith and Message.
4. Candidates from non-Baptist churches must be immersed by believer's baptism and shall be referred to the pastor and Board of Deacons for consideration prior to recommendation to the church.
5. Candidates from non-Baptist churches who have been immersed by believer's baptism must be referred to the pastor and Board of Deacons for consideration prior to recommendation to the church.

New members shall be acknowledged at the next business meeting.

Should there be any question of the sincerity of the candidate, such questions shall be referred to the pastor and deacons. They shall bring a recommendation to the church. A three-fourths (3/4) vote of members present and voting shall be required to elect such candidates to membership.

**Section 2. Termination of Membership:** Notice will be provided at a regular business meeting and the clerk will remove such member from the membership. Membership shall be terminated in the following ways:

1. By death.
2. By letter. Letters of transfer will be granted to other churches of like faith and upon request of said church.
3. By satisfactory evidence that a member has united with a church of another faith or denomination.
4. By biblical discipline. The church membership supports the biblical command to conduct church discipline in cases of grave difficulty. Church leaders and the membership will follow the Matthew 18 pattern resulting in an individual being removed from membership.

**Section 3. New Member Orientation:** New church members are encouraged to participate in the church's New Member Orientation program under the direction of the pastor or a deacon board designee. The New Member Orientation will be offered on a regular basis.

**Section 4. General Duties of Members:** The duties of members to God, to the church and to themselves are:

1. To be in regular attendance.
2. Seek personal spiritual growth.
3. Support the church through giving of tithes and offerings.
4. Regularly pray for the church and its members.
5. Work toward unity of the faith.
6. Serve God and our neighbors by using our spiritual gifts.

**Section 5. Voting Rights:** Each and every church member present at a church business meeting is entitled to one vote.

### **ARTICLE III CHURCH OFFICERS**

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**Section 1. Officers:** All officers must be members of the church. The officers shall be as follows:

- A. Senior Pastor
- B. Deacon Body
- C. Trustees
- D. Clerk
- E. Treasurer
- F. Moderator

**Section 2. Officer Duties, Selection and Termination:****A. SENIOR PASTOR**

- 1) **Description of Office:** The Senior Pastor is charged with biblical and spiritual leadership over the congregation. He shall be an ex-officio member of all committees of the church. (*see Personnel Committee for full job description*)
- 2) **Vacancy of Office:** Upon a vacancy in the position of Senior Pastor, it shall be the duty of the deacon body to guide the congregation in its transition to a new pastor. To that end, the deacon body will be charged with the formation of two (2) committees to assist in the transition:
  - i. **Pulpit Supply:** A committee to provide for supply preachers or an interim pastor until a new Senior Pastor is called by the church. This committee shall coordinate its efforts with the Budget and Finance Committee and any other committee that it believes should be consulted. The committee shall consist of up to two (2) church members of the deacon body and one (1) female church member, each selected by the deacon body in such manner as the deacon body determines is appropriate. When a new pastor is called, this committee shall disband; and
  - ii. **Selection Team for Pastor Search Committee (PSC):** A committee to initiate the selection of the Pastor Search Committee (PSC) in compliance with the other sections of ARTICLE III, 2, D. This committee shall be charged with determining the specifics of the selection of the PSC, including items such as: how and when the nomination for members will be made, contacting those members nominated to determine if they will serve, determining when a vote will be held to select the PSC members and to count the votes. The committee shall consist of at least two (2) members of the deacon body and one (1) female church member, each selected by the deacon body in such manner as the deacon body determines is appropriate. When a new pastor is called, this committee shall disband.
- 3) **Pastor Search Committee:**
  - i. The PSC shall consist of five members (3 males, 2 females) with two (2) alternates (1 male, 1 female). Candidates for the PSC shall be nominated by the church membership at such time and in such manner as determined by the committee set forth above (Article III, 2,D,b,ii).
  - ii. A minimum of 10 nominees or such lesser amount of members as will agree to serve, consisting of six (6) men and four (4) women, will be placed on the ballot to be voted upon by church members present during a special called business meeting to arrive at a PSC consisting of five members (3 males, 2 females) with two (2) alternates (1 male, 1 female).
  - iii. Each church member present at the special called business meeting may vote for up to three (3) males and two (2) females to serve on the PSC.
  - iv. If the number of active PSC members ever:
    1. Falls to only four (4) active members then the PSC may request that additional members be selected; or
    2. If the number of active PSC members ever falls below four (4) active members then the PSC shall request that additional members be selected in a manner similar to as provided in parts i and ii of this section, but with the number of candidates being nominated being only a minimum of twice the number of PSC members needed.

- v. Upon confirmation, the PSC will receive and interview potential candidates. The PSC shall coordinate its efforts with Budget and Finance Committee regarding financial matter, the Personnel Committee regarding the job description for the Senior Pastor, and to the extent necessary, the deacons.
- vi. Selected candidates will be invited to the church to interview and preach trial sermon(s).
- vii. If the PSC wishes to present a candidate to the church, the PSC shall present its request to the board of deacons and request that the Deacon Chair call a special meeting of the church to be held at the conclusion of the trial sermon or sermons, to present the candidate for affirmation. The notice of the special business meeting shall be given in the same manner as is required for any special business meeting of the church. However, the notice of the trial sermon by the candidate shall be given at least fourteen (14) days prior to the sermon, to be announced at each service of the church during that time and to be included in at least two (2) bulletins.

During the special meeting members will vote by secret ballot. If two morning sermons are being preached, then the special business meeting and voting may occur after each of the sermons. The call of the candidate shall require that three-fourths (3/4) of the church members present and voting vote in the affirmative.

- viii. If after eighteen (18) months of its selection the PSC has been unable to present a candidate to the church for affirmation, then at a regularly scheduled business meeting of the church by a majority vote of the church members present and voting, the PSC may be disbanded or reaffirmed for a time period established for the PSC to complete its work.

**4) Termination of Senior Pastor:** Pastoral relationship can be dissolved by either the senior pastor or the church members.

- i. If a Senior Pastor determines to dissolve the relationship, he must provide a thirty-day (30) notice to the church.
  - 1. The deacons and Personnel Committee shall determine the length of the resignation period.
- ii. If the deacons and Personnel Committee determine to dissolve the relationship, they must provide a recommendation to the church in a business meeting.
  - 1. A majority of three-fourths (3/4) of church members present and voting is needed to approve and pass the recommendation.
- iii. Notice of meeting to vote on the termination of Senior Pastor, at recommendation of Personnel Committee, shall:
  - 1. Be posted and copies made available in the church office at least two (2) weeks prior to the meeting, and
  - 2. Shall be published in the church newsletter/bulletin at least two (2) weeks prior to the meeting, and
  - 3. Shall be announced a minimum of two (2) Sundays in advance in both services prior to the monthly business meeting.
  - 4. The notice timelines set forth above shall not apply in instance of proven moral failure.

## B. DEACON BODY

- 1) **Description of Office:** Members of the deacon body are charged to be servants of the local church (Acts 6). Deacons shall be responsible with the spiritual, pastoral, financial, and ministry oversight of the church. They shall provide the Senior Pastor assistance in the advancement of the church. They shall assist in the observance of the Lord's Supper.
- 2) **Affirmation of the Deacons:**
  - i. The deacon body shall nominate potential candidates who must be adult male members who:
    1. Meet the biblical and spiritual qualifications (1 Timothy 3:8-13); and
    2. Prove to be faithful in stewardship, Christian character and church involvement; and
    3. Have been a member of the church for a minimum of three (3) years; and
    4. Are twenty-one (21) years of age or older; and
    5. Are not employees of the church.
  - ii. The deacon body, in cooperation with the Senior Pastor, shall interview and affirm candidates who will be asked to serve in the *deacon-in-training* program.
  - iii. Candidates will serve one (1) year as a *deacon-in-training* prior to ordination.
    1. Those who have been ordained in a sister church of like faith who support the Baptist Faith and Message may be affirmed without completing the year of training.
  - iv. Upon completing one (1) year in training, candidates will be affirmed and ordained by the church to serve as deacons.
- 3) **Selection of Chair, Vice Chair and Secretary:** The deacon body shall select annually a Chair, Vice-Chair and Secretary with each term of one (1) year. The Chair may serve two (2) consecutive terms. The deacon Chair or the Senior Pastor may call a special meeting. The Vice-Chair may act in the absence of the Chair. A majority of the deacon body present at a meeting shall constitute a quorum.
- 4) **Deacon Sabbatical:** A deacon may request a one (1) year deacon sabbatical. He should submit a request to the deacon body explaining the circumstances of the request. If approved, a deacon is not expected to attend deacon's meetings or serve Lord's Supper. However, he should continue to live and uphold the biblical and spiritual standards of a deacon.
- 5) **Deacon Resignation:** In the event that a deacon chooses to discontinue service or the deacon body determines the deacon is not faithfully fulfilling his service, the deacon body may request that he remove himself from deacon service.
- 6) **Deacon Emeritus:** The church may elect to honorary life membership (Deacon Emeritus) any deacon, who by reason of age or infirmity shall, after honorable service to the church, be no longer able to render active service. He may meet and counsel with the deacons whenever possible.

**C. TRUSTEES**

- 1) **Description of Office:** Trustees are the legal owners of all assets of the church including buildings, property, vehicles, etc. There shall be five (5) trustees representing the church.
- 2) **Trustee Responsibilities:**
  - i. Shall be fully responsible for the maintenance, upkeep and improvements of all real estate and property owned by the Columbia Baptist Church.
  - ii. Shall be responsible for supervision of the custodian.
  - iii. In the event of the sale or purchase of any real estate for the church or in making any loans on behalf of the church, the trustees shall be authorized to sign all deeds, notes and legal papers for the church approved during a business meeting.
- 3) **Selection and Term of Trustees:** Trustees shall be selected by the Nominating Committee as vacancies in the rotation occur. Nominees to join the trustees will be affirmed by the church at a business meeting. Trustees shall serve a three (3) year term and may serve two (2) continuous terms. In the event of a vacated position, the new trustee will complete the first term and be eligible for one additional term. Trustees shall select their Chair and Vice-Chair.

**D. CLERK**

- 1) **Description of Office:** The clerk is to record the minutes of all business meetings and to keep accurate records of all business transactions, including the church constitution and bylaws, and the church history. Additionally, the clerk is responsible for completing the Annual Church Profile. All church records shall be filed in the church office.
- 2) **Selection and Terms of the Clerk:** The clerk is approved annually by the church and may serve continuous terms with no limit on the number of terms.

**E. TREASURER**

- 1) **Description of Office:** The Treasurer shall audit, in accordance with the church budget, all paid vouchers and all monies given to the church. The Treasurer shall keep an updated itemized account of all receipts and disbursements. The Treasurer shall reconcile all bank accounts. The Treasurer shall be under the direction of the Budget and Finance Committee.
- 2) **Annual Responsibility:** Upon rendering the annual account at the end of the fiscal year, and its acceptance and approval by the church, the records shall be delivered by the Treasurer to the church clerk.
- 3) **Selection and Terms of Treasurer:** The Treasurer is approved annually by the church. The Treasurer may serve consecutive terms with no limit on the number of terms.

**F. MODERATOR**

- 1) **Description of Office:** The Moderator shall preside over all business meetings. The Moderator shall comply with the rules of order as set forth in these by-laws. In cases not specifically covered by these by-laws, the Moderator shall utilize *Robert's Rules of Order*. In case of a tie vote on any question, the Moderator shall cast the deciding vote.
- 2) **Selection and Terms of the Moderator:** The Nominating Committee shall nominate the Moderator. The church shall approve the Moderator annually. The assistant Moderator shall be the Deacon Chairman or a representative of the deacon body. The Moderator must not be presently employed by the church. The Moderator shall serve no more than three (3) consecutive years before becoming ineligible for a period of one (1) year.

## ARTICLE IV OTHER STAFF MEMBERS

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The church may employ other staff members as needed to aid in the spiritual growth of the members and the community. The Personnel Committee shall be charged with all administrative tasks in association with the church staff.

## ARTICLE V GUIDELINES FOR COMMITTEES, COUNCILS, and MINISTRY LEADERSHIP

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The purpose of every Committee, Council and Ministry should be to glorify God, support Christ-like fellowship, and win souls to Jesus Christ. Every leader and participant is of equal importance to the work of the ministry.

### A. GLOSSARY

**Leadership:** These are the people who are nominated/elected as set out by the structure to serve on a Committee, Council, or Ministry.

**Representative:** A person who is serving in leadership as a representative of Staff, Deacon Body, Church Officer, Committee, Council or Ministry within the church.

**Participant:** Unless otherwise specified, participation in Ministries is open to all under the guidance of Ministry Leadership. *For Example: Benevolence & Bereavement is led by 5 individuals affirmed by the church but they may involve many other participants in meeting the needs of the ministry.*

**Family:** A person's parents; spouse,; biological, adopted or step children; siblings; and a parent's spouse.

### B. ELIGIBILITY

Candidates to serve in any leadership or representative position must be an active member of Columbia Baptist Church.

### C. CHAIR & VICE-CHAIR

Whether it is a Committee, Council or Ministry, it is necessary for that group to elect a Chair and Vice-Chair annually. The selection of these individuals needs to be made known to the Nominating Committee in writing so this can be recorded and a list of primary contacts can be maintained for communication purposes.

### D. VACANCIES IN LEADERSHIP

Some Committees, Councils or Ministries have established term limitations. When vacancies occur before a specified term is complete, the incoming new member will complete what remains of that term and then will be eligible to continue uninterrupted for 1 additional term.

### E. ANNUAL CONFIRMATION OF LEADERSHIP

Each year in October or November, the Nominating Committee will contact each Church Officer, and the Chair of each Committee, Council and Ministry, to determine the leadership needs of their organization. The Nominating Committee will assist with filling positions as set out for each organization. The Nominating Committee will then follow through as-needed to identify leadership candidates and present them for affirmation at the December business meeting.

**F. ANNUAL REPORT TO THE CHURCH**

At the Annual Business Meeting, the Chair or Vice-Chair for each ministry shall make a report of the year's events and update the church on progress toward or modifications to goals of the ministry.

**G. CHURCH LEADERSHIP ROSTER**

To facilitate accurate communication and record-keeping, an annually-designated member of the Nominating Committee will maintain a roster identifying who is serving as Church Officers, on Committees, Councils, and as Ministry Leadership. In addition, they will record contact information and when each individual came on board so that term limitations (where applicable) can be observed. **Changes to individuals serving on any of these groups need to be reported promptly to the Nominating Committee, in writing, either directly or via the Church Secretary. This is the responsibility of the Chair of each group.** The Roster is to be updated as-needed (at least annually) and provided to the Church Office in a timely fashion.

**H. CALLING OF MEETINGS**

Unless otherwise specified, it is the responsibility of the Chair or Vice-Chair to call meetings, and to ensure all ministry leadership members have been contacted in a timely fashion to be made aware of upcoming meetings.

**I. ATTENDANCE**

Agreeing to serve in leadership is a commitment. Every individual is key for the purposes of discussion and planning. Those who have committed to serve should make every reasonable attempt to attend scheduled meetings and actively participate to achieve goals.

**J. EVENT PLANNING FOR ALL MINISTRIES**

Any event that will make use of church facilities or vehicles needs to be scheduled through the Church Secretary as far in advance as possible. If appropriate, the Church Council will also be consulted. Wedding Policies are maintained by the Trustees of the church. A copy will be available in the church office upon request for those interested in having their weddings at Columbia Baptist.

**K. FINANCIAL NEEDS**

Every year, Committees, Councils and Ministries needing financial support from the church should submit a request in writing to the Budget and Finance Committee. Ideally, these requests should come from the Chair or Vice Chair of each entity. This request should take into account the anticipated needs for the coming fiscal year, bearing in mind special events that might exceed the standard budget.

If a written request is not provided, then it shall be at the discretion of the Budget and Finance Committee to continue or discontinue funding, or to adjust the amount of funding for the coming year.

**L. TRAINING OPPORTUNITIES**

The church shall provide opportunities for training for leaders and participants to better enable them to complete the tasks assigned by the church. Leaders and participants are strongly encouraged to attend these opportunities.

**M. MODIFICATIONS TO MINISTRIES**

Ministry details shall be maintained in the Appendix to the ByLaws and may be modified as-needed without being considered a revision to the ByLaws. Modifications to the Appendix for the purpose of revising ministry details, creating new ministries or dissolving a ministry for whatever reason must be approved by the Senior Pastor and affirmed by the church body with a quorum present and 75% vote at a regularly schedule business meeting. New ministries will be created and existing ministries may be dissolved based upon the church's ministry needs.

New ministries shall be formed with a written purpose statement and leadership structure with terms and renewal specified in writing. These details shall be provided to the Nominating Committee. For newly formed ministries it is recommended that leadership roll off at different intervals so continuity is established.

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**ARTICLE VI STANDING COMMITTEES**


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<b>COMMITTEES</b>	<p>The church shall have four (4) committees termed “Standing Committees”:</p> <ol style="list-style-type: none"> <li>1. Nominating Committee</li> <li>2. Budget and Finance</li> <li>3. Personnel</li> <li>4. Long Term Planning Committee *NEW*</li> </ol>
<b>STRUCTURE</b>	<p>Standing Committees shall:</p> <p>Have a chair and vice-chair selected by the committee;</p> <p>Be affirmed annually by the church in a business meeting;</p> <p>Report and make recommendations to the church during the business meetings.</p>
<b>TERMS &amp; RENEWAL</b>	<p>Standing Committee members shall serve 3-year terms with the option to renew for a maximum of 6 consecutive years. When vacancies occur before a 3-year term is complete, the incoming new member will complete what remains of the 3-year current term and then will be eligible for 1 additional 3-yr term.</p> <p>When a Standing Committee member is serving as a representative of a group, and they become inactive in that group, then a replacement representative from that group will need to be found. The ministry supplying a representative may make recommendations of candidates to the Nominating Committee.</p>
<b>RESTRICTIONS</b>	<p>The Senior Pastor and Church Officers are able to serve on any Standing Committee, unless specifically stated otherwise by individual committee terms.</p> <p>Those who are serving as representatives of another Standing Committee or Church Ministry may also serve on more than one Standing Committee.</p> <p>Immediate family members should not serve on the same Standing Committee, even when serving as ministry representatives.</p>
<b>AD HOC COMMITTEES</b>	<p>As-needed, recommendations to form an Ad Hoc Committee may be brought before the church by the Senior Pastor, Deacons, Trustees, or a Standing Committee. The recommendation should be accompanied by a clear mission statement and committee structure. Also, the recommendation should identify who will be responsible for staffing the committee.</p> <p>A Building Committee is an example of an Ad Hoc Committee. These committees shall perform their assigned task and then be disbanded. Ad Hoc Committees shall consult with Budget &amp; Finance Committee in regard to any financial component related to the fulfillment of their purpose.</p> <hr/>

**A. NOMINATING**

CATEGORY	STANDING COMMITTEE
<b>COMPOSITION</b>	<p>The Nominating Committee shall be composed of eight (8) members:</p> <ol style="list-style-type: none"> <li>1. Senior Pastor</li> <li>2. Deacon Body</li> <li>3. Sunday School</li> <li>4. Women On Mission (WOM)</li> <li>5. Men's Ministry</li> <li>6. Youth Council</li> <li>7. Children's Ministry</li> <li>8. Member-At-Large</li> </ol> <p>The Senior Pastor, Deacon Chair, or Ministry Chair MAY CHOOSE to designate a representative from their staff/group.</p>
<b>COMMITTEE SELECTION</b>	Member at Large is nominated by the Nominating Committee and affirmed by the church body.
<b>MEETING FREQUENCY</b>	Quarterly, at minimum, and as-needed.
<b>PURPOSE</b>	<p>The Nominating Committee shall coordinate filling of positions for the volunteer church officers and ministries as set forth in their ministry guidelines. This shall include filling vacancies that might occur and for replacing elected officers who vacate from time to time by removal, death, expiration of their term of office or failure of function.</p> <p>The Nominating Committee shall also maintain a roster of leadership in all church ministries and officer positions for church record and posting in the church office. Updates will be provided to the church office in a timely fashion.</p>
<b>DETAILS</b>	

**B. BUDGET & FINANCE**

CATEGORY	STANDING COMMITTEE
<b>COMPOSITION</b>	<p>The Budget &amp; Finance Committee shall be comprised of 7 members:</p> <ol style="list-style-type: none"> <li>1. Treasurer</li> <li>2. Deacon Body</li> <li>3. Trustee</li> <li>4. Member-at-large</li> <li>5. Member-at-large</li> <li>6. Member-at-large</li> <li>7. Member-at-large</li> </ol> <p>+ Bookkeeper as non-voting Ex-Officio + Senior Pastor as non-voting Ex-Officio</p> <p><i>Deacon Chair or Trustee Chair MAY CHOOSE to designate a representative from their group.</i></p>
<b>COMMITTEE SELECTION</b>	Members-At-Large are nominated by the Nominating Committee and affirmed by the church body.
<b>MEETING FREQUENCY</b>	Quarterly, at minimum, and as-needed.
<b>PURPOSE</b>	<p>Draw up and present the annual budget to the church for official action. The budget shall be available to the church membership for examination at least two weeks before it is presented for adoption.</p> <p>Supervise the expenditure of church funds within the framework of the adopted budget. The committee, or its appointees, shall be responsible for the counting of all church offerings.</p> <p>Study annually, along with the Personnel Committee, the salaries of all paid employees and make recommendations for any changes that shall be made.</p> <p>Report non-line item expenditures greater than \$2,500.00 to the church body for its approval.</p>
<b>DETAILS</b>	<p>No salaried person shall be in attendance when Budget &amp; Finance conduct their annual review of salaries.</p> <p>The Chair or Vice Chair will serve as a non-voting, ex-officio member of the Personnel Committee.</p>

**C. PERSONNEL**

CATEGORY	STANDING COMMITTEE
<b>COMPOSITION</b>	<p>The Personnel Committee shall be comprised of 6 members:</p> <ol style="list-style-type: none"> <li>1. Nominated Member</li> <li>2. Nominated Member</li> <li>3. Nominated Member</li> <li>4. Nominated Member</li> <li>5. Nominated Member</li> <li>6. Deacon Chair</li> </ol> <p>+ Budget &amp; Finance Chair or Vice Chair; non-voting, ex-officio</p> <p><i>The Personnel Committee may request the attendance of the Senior Pastor on an as-needed basis.</i></p>
<b>COMMITTEE SELECTION</b>	<p>Members-At-Large nominated by the Nominating Committee and affirmed by the church body.</p>
<b>RESTRICTIONS</b>	<p>No relative of a salaried employee shall serve on the Personnel Committee</p>
<b>MEETING FREQUENCY</b>	<p>Quarterly, at minimum, and as-needed.</p>
<b>PURPOSE</b>	<p><b>FILLING VACANT STAFF POSITIONS</b></p> <p>When the need is determined for new or additional staff members, the Personnel Committee shall write a job description for the position to be filled. If the church approves the filling of the position, the Personnel Committee shall investigate the educational background experience, spiritual and other qualities of prospective staff members to ascertain their ability to fill the needs of the church.</p> <p>The Personnel Committee shall nominate staff members for employment at a regular or called business meeting of the church. The Personnel Committee may appoint a special committee to investigate and nominate staff members.</p> <p>The committee may seek assistance of other committees when securing personnel for the church and may make recommendations to the Budget and Finance Committee concerning salaries and other monies paid to salaried employees.</p> <p><b>RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Maintain job descriptions for each paid position, including compensation and benefit packages.</li> <li>• Perform annual staff evaluations and make recommendations for job description changes and salary adjustments.</li> <li>• Seek to resolve any grievance concerning the staff that the Senior Pastor is unable to resolve in an amicable manner and make recommendations to the church for further action if deemed necessary.</li> <li>• The Senior Pastor shall be accountable to the Personnel Committee.</li> </ul>
<b>DETAILS</b>	<p>No salaried person shall be in attendance when Personnel conduct their annual review of salaries.</p> <p>One member of Personnel Committee shall also serve as a member of the Youth Council.</p>

**D. LONG-TERM PLANNING**

CATEGORY	STANDING COMMITTEE
<b>COMPOSITION</b>	<p>The Long-Term Planning Committee shall be comprised of 9 members:</p> <ol style="list-style-type: none"> <li>1. Trustees</li> <li>2. Children’s Ministry</li> <li>3. Youth Council</li> <li>4. Budget &amp; Finance</li> <li>5. Deacon Body</li> <li>6. Member at Large*</li> <li>7. Member at Large*</li> <li>8. Member at Large*</li> <li>9. Member at Large*</li> </ol> <p>+ Senior Pastor, non-voting, ex-officio</p> <p><i>*At the initialization of the Long Term Planning Committee in 2015, the first Members-At-Large positions should first be offered to the remaining members of Focus Team. If any decline, the Member at Large positions may be open to any church member meeting the requirements for leadership on a committee.</i></p>
<b>COMMITTEE SELECTION</b>	<p>Representatives are selected by the members of the group they represent.</p> <p>Member at large selected by the Long Term Planning Committee.</p> <p>All members are to be affirmed by the church body.</p>
<b>MEETING FREQUENCY</b>	<p>Quarterly, at minimum, and as-needed.</p>
<b>PURPOSE</b>	<p>The purpose of the Long Range Planning Committee will be to engage the church body in discovering and affirming our purpose as a church. As a natural progression, the Long-Term Planning Committee will promote and provide for the projected growth and expansion of church ministries in the fulfillment of its Kingdom mission.</p>
<b>DETAILS</b>	<p>The Long-Range Planning Committee may create a “Focus Team” AS-NEEDED to collect and disseminate information that will be helpful to the prayerful pursuit of God’s mission for Columbia Baptist Church by the Long-Range Planning Committee.</p>

**ARTICLE VII COUNCILS**

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**CHURCH COUNCIL**

CATEGORY	COUNCIL
<b>COMPOSITION</b>	<p>The Church Council shall be composed of 12 members:</p> <ol style="list-style-type: none"> <li>1. Senior Pastor</li> <li>2. Church Secretary</li> <li>3. Deacon Body</li> <li>4. Sunday School</li> <li>5. Music &amp; Media</li> <li>6. Men’s Ministry</li> <li>7. Women on Mission</li> <li>8. Children’s Ministry</li> <li>9. Special Activities</li> <li>10. Kitchen</li> <li>11. Youth</li> <li>12. Member-At-Large</li> </ol> <p>Other ministry representatives may be invited to attend as-needed for planning purposes.</p> <p>The Senior Pastor, Deacon Chair, or Ministry Chair MAY CHOOSE to designate a representative from their staff/group.</p> <p>The Church Council shall elect their own Chair who shall be responsible for scheduling meetings and contacting the Council members.</p>
<b>TERMS</b>	No term limits.
<b>RENEWAL</b>	<p>Member –at-Large to be selected by the Church Council <u>annually</u> and affirmed by the Church Body at the next monthly Business Meeting.</p> <p>Staff and Ministry Representatives will be reaffirmed annually, and may be replaced as needed.</p>
<b>RESTRICTIONS</b>	When a Church Council member is serving as a representative of a group, and they become inactive in that group, then a replacement representative from that group will need to be found.
<b>MEETING FREQUENCY</b>	Monthly
<b>PURPOSE</b>	<p>The council shall serve as a coordinating agency between the various organizations of the church and shall be responsible for the preparation of the church calendar based upon information supplied to them by staff, secretary and ministries.</p> <p>Matters and/or actions agreed upon by the Church Council that fall outside the scope of typical planning shall be brought before the church for approval.</p>

**YOUTH COUNCIL**

CATEGORY	COUNCIL
<b>COMPOSITION</b>	<p>The Youth Council shall be composed of 11 members:</p> <ol style="list-style-type: none"> <li>1. Youth Pastor</li> <li>2. Youth</li> <li>3. Youth</li> <li>4. Parent of Youth participating in youth program</li> <li>5. Parent of Youth participating in youth program</li> <li>6. Parent of Youth participating in youth program</li> <li>7. Parent of Youth participating in youth program</li> <li>8. Member At-Large</li> <li>9. Member At-Large</li> <li>10. Member At-Large</li> <li>11. Personnel Committee Rep</li> </ol> <p>The Senior Pastor is welcome to attend Youth Council meetings on an as-needed basis.</p>
<b>COUNCIL SELECTION</b>	<p>The Youth Council shall designate a specific date and meeting time for nominations of Youth and Parent Representatives to take place. Ideally this should be done in October, early November at the latest. All youth and youth parents (regardless of membership status) shall be made aware of the meeting at least 2 weeks in advance so they may make every effort to attend. The names of the Youth and Parent Representatives shall be made known <u>in writing</u> to the Nominating Committee (no later than November 15<sup>th</sup>).</p> <p>2 YOUTH (candidates should be CBC members): Elected/Nominated by all youth participating in the youth program.</p> <p>4 PARENTS (candidates should be CBC members): Elected/Nominated by all parents with youth who participate in the youth program.</p> <p>3 MEMBERS AT LARGE: selected by the Nominating Committee and affirmed by the church body.</p> <p>ALL members of Youth Council shall be affirmed by the church body.</p>
<b>RESTRICTIONS</b>	<p>Participation in the Youth Ministry under Leadership of the Youth Council is open to all <u>members of Columbia Baptist Church, subject to satisfactory background checks, performed through the church office.</u></p> <p>Non-members who have a clear background check may serve as assistants but should not hold the primary teaching/supervisory position for any class.</p>
<b>TERMS</b>	1 year.
<b>RENEWAL</b>	<p>May renew for 1 additional year.</p> <p>After rolling off the Youth Council for whatever reason, individuals may return to serve in the same or different position after a 1-year hiatus.</p>
<b>MEETING FREQUENCY</b>	Monthly, at least.
<b>PURPOSE</b>	<p>The committee shall supervise all programs for children from seventh (7<sup>th</sup>) graders through twelfth (12<sup>th</sup>) graders, help to provide workers and with the Minister of Youth have general supervision of the total programs for the youth. The team shall be responsible for providing adequate supplies and materials for the programs. They shall assist in developing the curriculum for the youth involved and the vacation bible school.</p> <p>The Youth Council shall corporately determine the financial needs of the Youth Ministry and provide this annually to the Budget &amp; Finance Committee.</p>

**ARTICLE VIII MEETING OF THE CHURCH**

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**Section 1. Worship Services:**

- A. Regular public worship services shall be conducted on Sunday morning and evening and on Wednesday evening and at such times as the church may decide.
- B. Special services may be scheduled by the pastor or deacons, at their discretion, or by the vote of the church.
- C. The Lord's Supper shall be observed quarterly and other times as the church may deem appropriate for special observances.

**Section 2. Business Meetings:**

- A. The regular monthly business meeting of the church shall be held the second Wednesday evening of each month.
- B. *Robert's Rules of Order* shall be the authority for parliamentary rules of procedure for all business meetings of the church.
- C. Twenty-five (25) members sixteen (16) years of age and over shall constitute a quorum at any business meeting of the church.
- D. A special business meeting may be called by a majority of the deacon body. It shall be the responsibility of the Deacon Chair to notify the church at least one (1) week in advance. Only those matters shall be considered that were referred to in the notification.
- E. The church minutes shall be regarded as duly recorded only after approval by the church body at a regular business meeting and signed by the clerk.

**Section 3. Manner of Conducting Business:**

- A. The regularly elected moderator or the assistant moderator shall preside in all meetings for the transaction of business. In the event of their absence, a moderator pro-tern shall be elected and preside at said meeting.
- B. Any request for funds or a proposal for a project shall begin with the approval of the majority of the trustee, committee/organization or team after a discussion and vote of the sponsoring group at a meeting of the group. If at all possible two (2) separate bids must be solicited from difference service providers and be provided for review by all members of the sponsoring group. A majority of the committee should be in agreement as to the best option for our church, or if more bids should be obtained. A majority of the sponsoring group shall be in agreement as to the course of action and the service provider, and the necessary approval obtained before any commitments are made (verbally or in writing) to any service provider. The request or proposal shall be submitted in writing and in compliance with C. below.
- C. With the exceptions noted herein, in order to be transparent, to keep church members more informed and to allow them more time to pray about the upcoming decisions, as to both financial and non-financial matters, all new items that must be voted on, approved, and/or affirmed by the church membership per the constitution and by-laws guidelines shall:
  - a. Be posted and copies made available in the church office at least two (2) weeks prior to the meeting.
  - b. Be published in the church newsletter/bulletin at least two (2) weeks prior to the meeting; and
  - c. Be announced a minimum of two (2) Sundays in advance in both Sunday morning services prior to the monthly business meeting.

The notice set forth above shall not apply:

- a. In the event of an emergency which will affect the integrity of the church building, grounds, equipment, or property. In the event of such an emergency and items need to be repaired, replaced or purchased prior to the upcoming business meeting the Trustees along with Budget and Finance Committee may at their discretion allocate funds to make necessary emergency purchases and inform the church body of the actions taken at the next business meeting;
- b. To an expenditure of less than \$2,500.00 which is contained in the existing budget;
- c. To a routine motion in order to approve reports and recommendations normally presented in a business meeting;
- d. To approval of changes in committee membership, teaching positions and similar items.
- e. To matters similar in nature to those set forth in (a), (b), (c) and (d); and
- f. To matters where another notice time is expressly addressed in other portions of the Constitution and By-Laws.

In the event a reasonable concern is raised by a member during a business meeting as to whether notice was required or whether the notice provided was sufficient, then the motion may be tabled to the next business meeting upon motion and second, if at least one-third (1/3) of the members present at the meeting agree that the matter should be tabled.

**D.** In order to have an accurate record, with the exception of routine matters:

- a. Any motion or proposal introduced or presented before the church for action shall be in written form;
- b. If any amendment or change is made to the motion or proposal, prior to a vote being taken, the original motion or proposal shall be so modified in writing and the final form of same read to the church body for approval.
- c. Upon its passage the final motion or proposal shall be handed to the clerk for recording.

**E.** Registered ballots may be used for significant voting matters as determined by the clerk and/or the Deacon Chair.

**Section 4. Church and Fiscal Year:** The fiscal year of the church shall run concurrently with the calendar year – January 1 to December 31.

## **ARTICLE IX            ORDINANCES**

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The ordinances shall be as follows:

- A. Baptism** – by immersion.
- B. The Lord's Supper** – open to all professing Christian.

## **ARTICLE X    LICENSING AND ORDINATION**

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At such time as is necessary, the church, upon recommendation of the Senior Pastor and deacons, shall have the authority to license and/or ordain members to the ministry and to the deaconship.

## **ARTICLE XI ADOPTION AND AMENDMENTS**

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**Section 1. Adoption:** These by-laws shall be considered adopted and in immediate effect if and when the church votes in favor of its adoption.

**Section 2. Amendments:** These by-laws may be amended, altered or repealed by a three-fourths (3/4) vote of the quorum at any regular business meeting of the church or at any special called meeting for that purpose, provided that such amendment, alteration or repeal as is proposed shall be given to the clerk in writing and should be distributed to the church membership. The distribution shall be made to the church members at least thirty (30) days prior to the meeting where a vote is to be taken:

- A. In the same manner as the member at that time receives the church bulletin/newsletter, that being: either by mail or email; or
- B. The church member may pick up and sign for a copy, and
- C. Whichever manner is used to distribute the copy if several church members reside as one family unit then it will be satisfactory for the distribution to be made to that family unit as a whole, unless they are receiving multiple copies of the church bulletin/newsletter.

Copies of the amendment shall also be made available at the church office. Notice of the vote on the proposal shall be announced at each Sunday Morning service on the two (2) Sundays preceding the voting and shall also appear in the church bulletin/newsletter in the two (2) weeks preceding the voting.

**APPENDIX OF MINISTRIES****ALPHABETICAL LIST OF MINISTRIES OF THE CHURCH**

<u>Baptism</u>	<u>27</u>
<u>Benevolence &amp; Bereavement</u>	<u>28</u>
<u>Children's</u>	<u>29</u>
<u>College &amp; Career</u>	<u>30</u>
<u>Discipleship, New Member Training, Missions, and Evangelism</u>	<u>31</u>
<u>Jail</u>	<u>32</u>
<u>Kitchen</u>	<u>33</u>
<u>Library</u>	<u>34</u>
<u>Men's</u>	<u>35</u>
<u>Music, Worship, Media</u>	<u>36</u>
<u>Pastor-Church Relations</u>	<u>37</u>
<u>PrayerLink</u>	<u>38</u>
<u>Preschool/Nursery</u>	<u>39</u>
<u>Preschool Enrichment Program (PEP)</u>	<u>40</u>
<u>Special Events &amp; Decorating</u>	<u>41</u>
<u>Sunday School</u>	<u>42</u>
<u>Transportation</u>	<u>43</u>
<u>Ushers, Greeters, Shepherd's Watch</u>	<u>44</u>
<u>Women's</u>	<u>45</u>

*\*Former Focus Team – to be absorbed by Long-Term Planning (see revised Long-Term Planning details)*

**BAPTISM**

<b>CATEGORY</b>	<b>MINISTRY LEADERSHIP</b>
<b>COMPOSITION</b>	The Baptism Ministry shall consist of 4 members, preferably 2 couples; or 2 men and 2 women.
<b>LEADERSHIP SELECTION</b>	Nominating Committee
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Baptism Ministry leadership shall be reaffirmed annually, and may be replaced as needed.
<b>MEETING FREQUENCY</b>	As called on by Church Staff.
<b>PURPOSE</b>	The Baptism Ministry shall assist the Senior Pastor and the individuals being baptized during that ordinance. In addition, the Baptism Ministry will be responsible for laundering and availability of robes and towels. They shall also work with a member of the church staff to arrange that the baptismal will be ready when needed.
<b>DETAILS</b>	The Baptism Ministry shall nominate a Chair for communication and coordinating purposes.

**BENEVOLENCE & BEREAVEMENT**

CATEGORY	MINISTRY LEADERSHIP
<b>COMPOSITION</b>	The Benevolence & Bereavement Ministry shall be composed of 5 At-Large Church Members.
<b>LEADERSHIP SELECTION</b>	Nominating Committee
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Benevolence & Bereavement Ministry leadership shall be reaffirmed annually, and may be replaced as needed.
<b>MEETING FREQUENCY</b>	As-Needed.
<b>PURPOSE</b>	<p>The purpose of the Benevolence portion of the team will be to provide a ministry which will collect funds through a monthly special offering to assist <b>individuals, CBC church members and otherwise</b> with their basic needs of food, clothing, etc.</p> <p>The Bereavement portion of the team will assist in providing food to a grieving family in connection with visitation or after a funeral service.</p> <p>The team will develop guidelines, to be approved by the church, to determine how it will function and to whom assistance will be provided.</p>
<b>DETAILS</b>	There are available two applications that may be completed to request assistance: an Emergency Short Form and a full-length application for non-emergency situations. Please contact church office to initiate action.

**CHILDREN'S**

CATEGORY	MINISTRY LEADERSHIP
<b>COMPOSITION</b>	<p>The Children's Ministry Leadership shall be composed of 6 Members At-Large.</p> <p>A Chair shall be nominated for purposes of communication and planning.</p> <p>In the event a Children's Minister/Director is hired, the Children's Ministry will serve in a support/advisory capacity.</p>
<b>LEADERSHIP SELECTION</b>	<p>The Children's Ministry is currently established.</p> <p>3 Members shall be selected by the Children's Ministry Leadership.</p> <p>3 Members shall be selected by the Nominating Committee.</p>
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Children's Ministry Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	<p>Participation in the Children's Ministry under the Children's Ministry Leadership is open to <u>all members of Columbia Baptist Church, subject to satisfactory background checks, performed through the church office.</u></p> <p>Non-members who have a clear background check may serve as assistants but should not hold the primary teaching/supervisory position for any class.</p>
<b>MEETING FREQUENCY</b>	Quarterly, at minimum.
<b>PURPOSE</b>	The Children's Ministry Leadership shall supervise all programs for children ages four (4) through sixth (6 <sup>th</sup> ) grade. The Leadership will help to provide workers and have general supervision of the total children's programs. The Leadership shall be responsible for obtaining adequate supplies and materials for the programs. They shall assist in developing the curriculum for the children involved and Vacation Bible School.

**COLLEGE & CAREER**

<b>CATEGORY</b>	MINISTRY LEADERSHIP
<b>COMPOSITION</b>	3 Members-At-Large
<b>LEADERSHIP SELECTION</b>	Nominating Committee
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	College & Career Ministry Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	
<b>MEETING FREQUENCY</b>	Quarterly, at minimum
<b>PURPOSE</b>	The purpose of the College and Career ministry will be to draw young adults into a growing relationship with Christ and into fellowship with one another. The ministry will reach out to young adults and college students within the community to provide an on-going opportunity for Bible Study, fellowship and service. This may include Sunday Morning Bible Study, Sunday evening discipleship and fellowship, as well as additional outreach activities in the community and/or on the college campus to encourage service and group building.
<b>DETAILS</b>	

**DISCIPLESHIP, NEW MEMBER TRAINING, MISSIONS & EVANGELISM**

**Consult with new pastor to determine desired structure, terms, and purpose.**

<b>CATEGORY</b>	<b>MINISTRY LEADERSHIP</b>
<b>COMPOSITION</b>	Shall be comprised of Senior Pastor and 5 members.
<b>LEADERSHIP SELECTION</b>	Nominating Committee, with Senior Pastor's blessing.
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Discipleship, New Member Training, Missions & Evangelism Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	Candidates should be spiritually mature, actively participating members, who demonstrate a calling or passion for missions, evangelism and discipleship.
<b>MEETING FREQUENCY</b>	Quarterly, at minimum.
<b>PURPOSE</b>	Members of this ministry should be committed to the Biblical mandate concerning witnessing to the lost and discipling new believers. To that end, they should develop an organized approach to accomplishing these goals, as well as take steps to see that it is established and maintained.
<b>DETAILS</b>	Members of this ministry may recruit participants to assist with accomplishing these goals, provided they also demonstrate the same calling and passion for the focus of this ministry.

**JAIL**

<b>CATEGORY</b>	<b>MINISTRY LEADERSHIP</b>
<b>COMPOSITION</b>	This ministry is open to all volunteers who have a heart for the Jail Ministry.
<b>LEADERSHIP SELECTION</b>	Volunteers accepted, no limit.
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Jail Ministry Chair and Vice-Chair shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	All participants must adhere to Jail Policies.
<b>MEETING FREQUENCY</b>	At the discretion of the ministry.
<b>PURPOSE</b>	The goals of this ministry: make weekly visits to the jail to fellowship, teach the Word of God, and pray with inmates; to mentor inmates when they are released and assist them in finding programs that will help them and to assist them in locating a place to worship where they can worship God and feel like they belong.
<b>DETAILS</b>	

**KITCHEN**

<b>CATEGORY</b>	MINISTRY LEADERSHIP
<b>COMPOSITION</b>	4 Members-At-Large
<b>LEADERSHIP SELECTION</b>	Nominating Committee
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Kitchen Ministry Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	Participation is open to all volunteers.
<b>MEETING FREQUENCY</b>	As-Needed.
<b>PURPOSE</b>	The team shall be responsible for formulating policies of the kitchen. They shall be responsible for the planning for meals as called for by the church and for maintaining a workable inventory of kitchen utensils and supplies.
<b>DETAILS</b>	

**LIBRARY**

<b>CATEGORY</b>	<b>MINISTRY LEADERSHIP</b>
<b>COMPOSITION</b>	At minimum, 3 members at large.
<b>LEADERSHIP SELECTION</b>	Volunteers, though Nominating Committee may assist as needed.
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Library Ministry Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	Participation in Library Ministry is open to all.
<b>MEETING FREQUENCY</b>	As-needed
<b>PURPOSE</b>	The Library Ministry shall have general oversight of the work of the library. The ministry may make recommendations for purchases of library materials and equipment, as approved by the church, and make guidelines for its use. The ministry will support the educational programs of the church and strive to provide information and services designed to advance the study of God's word, stimulate Christian growth, promote missions and enhance the quality of worship, witness, education and ministry of the church.
<b>DETAILS</b>	

**MEN'S**

<b>CATEGORY</b>	<b>MINISTRY LEADERSHIP</b>
<b>COMPOSITION</b>	At minimum, 3 members at large.
<b>LEADERSHIP SELECTION</b>	Volunteers, though Nominating Committee may assist as needed.
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Men's Ministry Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	Participation in Men's Ministry is open to all.
<b>MEETING FREQUENCY</b>	Quarterly, at minimum.
<b>PURPOSE</b>	There shall be a Men's Ministry whose purpose will be reaching men and teaching them to become Christ-centered. It will be open to men of all ages. The ministry's tasks may include: providing mission and discipleship training; men's fellowship opportunities, participating in mission activities; organizing and leading special projects of the church.
<b>DETAILS</b>	

**MUSIC, WORSHIP, MEDIA**

CATEGORY	MINISTRY LEADERSHIP
<b>COMPOSITION</b>	<p>The Music, Worship &amp; Media Ministry shall consist of five (5) members-at-large actively participating in the ministry.</p> <p>Minister of Music serves as an ex-officio member.</p>
<b>LEADERSHIP SELECTION</b>	Volunteers from within the ministry.
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Music, Worship & Media Ministry Leadership shall be reaffirmed annually.
<b>RESTRICTIONS</b>	
<b>MEETING FREQUENCY</b>	<p>Meetings of the Ministry as-needed for planning purposes (weekly services, special music, weddings, etc.)</p> <p>Quarterly meetings of the Music, Worship &amp; Media Ministry leadership, along with the Senior Pastor for long-range ministry planning and addressing the equipment or financial needs of the ministry.</p>
<b>PURPOSE</b>	<p>The purpose of the Music, Worship &amp; Media ministry is to use the gifts, abilities and resources that God has given us to complement a service or special event at the church.</p> <p>This ministry, under the direction of the Minister of Music, shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music, train persons to lead, sing and play music; provide music in the church community. It shall provide music programs for all age groups.</p> <p>This ministry shall assist the Minister of Music in planning, promoting and implementing the music program of the church or other church related endeavors. It shall be the further responsibility of this ministry to oversee the care, repair and purchase of the musical equipment and instruments belonging to the church. A current inventory will be maintained on all musical instruments and A-V equipment.</p> <p>The media portion of the ministry shall implement the recording and broadcast of services and other programs as needed. The ministry shall maintain a TV ministry when and if it should become available. They shall assist the Minister of Music in selecting the equipment necessary to assist in the worship experience and provide other services as needed.</p>
<b>DETAILS</b>	

**PASTOR-CHURCH RELATIONS**

CATEGORY	MINISTRY LEADERSHIP
<b>COMPOSITION</b>	The Pastor-Church Relations Ministry will consist of 6 people, preferably 2 couples, plus 1 man, and 1 woman.
<b>LEADERSHIP SELECTION</b>	Deacons and Senior Pastor will nominate leadership with affirmation of the church body. The ministry will be made up of general members of the congregation.
<b>TERMS</b>	1 year. May be renewed without limitations with approval of Deacons and Senior Pastor. 2 rotating off annually.
<b>RENEWAL</b>	Pastor-Church Relations Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	
<b>MEETING FREQUENCY</b>	Quarterly, or as-needed.
<b>PURPOSE</b>	The Pastor-Church Relations Ministry shall serve as an educational and support group that can help the Pastor and members of the congregation intentionally and consistently share ideas, hopes and dreams of the Church. The ministry shall: provide encouragement and support for the Pastor and his family as he leads the congregation; and help to facilitate clear, consistent and open communication between Pastor and members. The ministry does <u>not</u> carry evaluative responsibilities of the minister or ministries of the church.
<b>DETAILS</b>	Should the Senior Pastor have any concerns regarding the functioning of this ministry, he should consult with the Deacon Body.

**PRAYERLINK**

<b>CATEGORY</b>	MINISTRY LEADERSHIP
<b>COMPOSITION</b>	This ministry is open to all volunteers who have a heart for the PrayerLink Ministry.
<b>LEADERSHIP SELECTION</b>	Volunteers accepted, no limit.
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Prayerlink Ministry Chair and Vice-Chair shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	
<b>MEETING FREQUENCY</b>	Monthly, at minimum.
<b>PURPOSE</b>	The PrayerLink Ministry's goal is to involve as many believers as possible in a lifestyle of prayer for: the many functions of the church, for one another, for missions, for the lost, for the community and beyond; to help believers develop in their personal prayer life, to connect in the community through various prayer opportunities, i.e. revivals.
<b>DETAILS</b>	

**PRESCHOOL/NURSERY**

<b>CATEGORY</b>	<b>MINISTRY LEADERSHIP</b>
<b>COMPOSITION</b>	3 members, at minimum
<b>LEADERSHIP SELECTION</b>	Nominating Committee
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Preschool/Nursery Ministry Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	Participation in the Preschool Ministry under the leadership of the Children's Committee is open to all <u>church members, subject to satisfactory background checks.</u>
<b>MEETING FREQUENCY</b>	Quarterly, at minimum.
<b>PURPOSE</b>	<p>Children, ages newborn up to three (3) years of age fall under the supervision of the Preschool/Nursery Ministry.</p> <p>The ministry shall supervise all nursery workers and have general supervision of the total nursery program and provide for supervision during worship services and special occasions, such as revivals, etc. They shall be responsible for obtaining adequate supplies and materials for the nursery and pre-school program.</p>
<b>DETAILS</b>	NOTE: This is NOT associated with the Preschool Enrichment Program.

**PRESCHOOL ENRICHMENT PROGRAM**

CATEGORY	MINISTRY LEADERSHIP
<b>COMPOSITION</b>	5 members ( at least 3 of which must be CBC members): <ul style="list-style-type: none"> <li>• 2 parents of current/former students</li> <li>• 2 educators</li> <li>• 1 member-at-large</li> </ul>
<b>LEADERSHIP SELECTION</b>	Nominating Committee, in consultation with PEP Director.
<b>TERMS</b>	3 years
<b>RENEWAL</b>	No renewal
<b>RESTRICTIONS</b>	
<b>MEETING FREQUENCY</b>	Annually for update report, otherwise on an as-needed basis.
<b>PURPOSE</b>	<p>The Preschool Enrichment Program is a self-sustaining entity housed in and affirmed by Columbia Baptist Church and overseen by a board of directors composed of church members and/or parents of current/former students in the PEP program.</p> <p>The Preschool Enrichment Program makes a monthly, undefined contribution to the church.</p> <p>The Preschool enrichment Program is to encourage students in social interactions and to provide a mentally stimulating environment in a Christian atmosphere that will encourage children to enjoy learning and better prepare them for their future education.</p>
<b>DETAILS</b>	

**SPECIAL EVENTS & DECORATING**

<b>CATEGORY</b>	MINISTRY LEADERSHIP
<b>COMPOSITION</b>	3 members at large
<b>LEADERSHIP SELECTION</b>	Nominating Committee
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Special Events & Decorating Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	Participation is open to all volunteers.
<b>MEETING FREQUENCY</b>	As-needed.
<b>PURPOSE</b>	<p>The Special Events &amp; Decorating Ministry are responsible for planning and preparing for special events in the church that support excellence in ministry. This ministry shall also ensure that special events are well planned from beginning to end (i.e. Pastor Appreciation month in October, etc.).</p> <p>The Special Events &amp; Decorating Ministry will also assist other ministries and committees in planning and executing special events.</p> <p>The ministry shall also be responsible for arranging decorations for services in the sanctuary and to see that the church is appropriately decorated for special seasons and occasions.</p>
<b>DETAILS</b>	

**SUNDAY SCHOOL**

<b>CATEGORY</b>	<b>MINISTRY LEADERSHIP</b>
<b>COMPOSITION</b>	Superintendent of Sunday School and 3 Members At Large.
<b>LEADERSHIP SELECTION</b>	Nominating Committee, for the four members of Ministry Leadership.
<b>TERMS</b>	3 years
<b>RENEWAL</b>	<p>No renewal of term.</p> <p>After rolling off the Sunday School Ministry Leadership for whatever reason, individuals may return to serve in the same or different position after a 1-year hiatus.</p> <p>Sunday School Leadership shall be reaffirmed annually, and may be replaced as needed.</p>
<b>RESTRICTIONS</b>	<p>Teaching/Serving in Sunday School is open to all church members under the direction of the Sunday School Leadership.</p> <p>Teachers of preschool, children and youth classes will be subject to satisfactory background checks, in accordance with Preschool, Children's, and Youth guidelines.</p>
<b>MEETING FREQUENCY</b>	Semi-Annual, or as needed.
<b>PURPOSE</b>	<p>There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of a general director, for the study of God's Word. Sunday School is to be conducted each Sunday morning. The Sunday School Ministry shall teach the biblical revelation, lead in reaching prospects for the church, lead church members to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and denomination.</p> <p>The Sunday School Ministry Leadership shall assist the Superintendent of Sunday School in planning, promoting and implementing the Sunday School program of the church or other church related endeavors. It shall be the further responsibility of the ministry leadership to assist in the filling of vacant Sunday School positions.</p>

**TRANSPORTATION**

<b>CATEGORY</b>	<b>MINISTRY LEADERSHIP</b>
<b>COMPOSITION</b>	The Transportation Ministry shall consist of 3 members at large.
<b>LEADERSHIP SELECTION</b>	Nominating Committee.
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Transportation Ministry Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	
<b>MEETING FREQUENCY</b>	Quarterly, and as-needed.
<b>PURPOSE</b>	<p>The Transportation Ministry shall be in charge of maintenance and servicing of all church owned vehicles. They shall be responsible for the authorization of drivers in accordance with insurance requirements. Transportation Ministry shall maintain documentation on drivers and provide an up-to-date list of authorized drivers and their contact information to the Church Office.</p> <p>The Transportation Ministry shall create a list of guidelines for usage of the vehicles, fueling the vehicles, and for the cleaning of the vehicles after each use.</p>
<b>DETAILS</b>	

**USHERS, GREETERS, SHEPHERD'S WATCH**

CATEGORY	MINISTRY LEADERSHIP
<b>COMPOSITION</b>	This ministry shall consist of at least 3 members at large. One shall supervise the Usher Ministry, one shall supervise the Greeters, and one shall supervise Shepherd's Watch.
<b>LEADERSHIP SELECTION</b>	Nominating Committee
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Ushers, Greeters, and Shepherd's Watch Ministry Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	Participation is open to all volunteers under the ministry leadership.
<b>MEETING FREQUENCY</b>	Quarterly, at minimum
<b>PURPOSE</b>	<p>The Usher Ministry shall establish written guidelines for ushering and maintain a roster of ushers to assist in each service. The basic duties of an usher are to collect offerings and assist church attendees with finding seating.</p> <p>The Greeter Ministry shall establish written guidelines for greeting visitors and maintain a roster of volunteers to serve at each designated location for all services. The basic duties are to greet visitors at all doors, helping newcomers find a Sunday School class and nursery/children's classes for their children, as well as providing them with informative church literature.</p> <p>The Shepherd's Watch Ministry shall establish written guidelines for their service and maintain a watch roster. The basic duties of Shepherd's Watch is to ensure safety of children who may leave the sanctuary during worship services, or may be in the halls during class time to prevent them from leaving the building without authorized supervision.</p> <p>All who serve in these ministries shall strive to make everyone feel welcomed by serving them in the spirit of love.</p>
<b>DETAILS</b>	

**WOMEN'S**

<b>CATEGORY</b>	<b>MINISTRY LEADERSHIP</b>
<b>COMPOSITION</b>	At minimum, 3 members at large.
<b>LEADERSHIP SELECTION</b>	Volunteers, though Nominating Committee may assist as needed.
<b>TERMS</b>	1 year, may be renewed without limitations.
<b>RENEWAL</b>	Women's Ministry Leadership shall be reaffirmed annually, and may be replaced as needed.
<b>RESTRICTIONS</b>	Participation in Women's Ministry is open to all.
<b>MEETING FREQUENCY</b>	Quarterly, at minimum.
<b>PURPOSE</b>	<p>The purpose of Women's Ministry (Women on Mission/WOM) is to unite women of all ages who have a heart for missions to have a desire to study God's Word, to witness to others about the love of Christ and to pray fervently for the needs of the church. The tasks of WOM shall include: to give and encourage others to give financial and prayer support to local, state, national and international missions; to focus on special projects that will emphasize the need to be servants for Christ; to provide events that will serve as outreach and mentoring to women of all ages; to host fellowships and activities to form bonds of friendship and support to the church and community; and to provide discipleship training for its members and others.</p> <p>In cooperation with other groups who may choose to participate, WOM shall be responsible for planning, developing and maintaining the Church's mission activities, including: mission education, weeks of prayer and special offerings, the Cooperative Program and Russell Creek Association budget recommendations.</p>
<b>DETAILS:</b>	