

Constitution
of
Central Baptist Church of Eureka, Inc.

Preamble

We, the members of the Central Baptist Church, establish this constitution in order to work for the advancement of the Kingdom of Christ and do hereby band ourselves together as a body of baptized believers under the authority of our Savior and Lord Jesus Christ.

This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

ARTICLE I

Name

This organization shall be known as the Central Baptist Church of Eureka, Inc., Eureka, Missouri.

ARTICLE II

Purpose

The purpose of this church shall be the advancement of the Kingdom of Christ and His Gospel by following the teachings and practice of the New Testament. This purpose shall be accomplished through prayer, evangelism, discipleship, ministry and worship.

ARTICLE III

Church Government

This church is an autonomous body, not subject to the direction or control of any other ecclesiastical body; therefore, the government of this church is vested in the body of believers who compose it, under the leadership of our Savior and Lord, Jesus Christ.

All internal groups created and empowered by the church shall report to and be accountable only to the church, pastors, staff, deacons and/or other leadership as outlined in the Constitution and Bylaws or otherwise specified by church action.

ARTICLE IV

Denominational Cooperation

This church shall voluntarily cooperate with and support the St. Louis Metropolitan Baptist Association, the Missouri Baptist Convention, and the Southern Baptist Convention. This cooperation does not grant to any of the forenamed entities any authority over this church, nor in any way alter or lessen mission support and cooperative program support or the autonomy and independence of this church.

ARTICLE V

Statement of Basic Beliefs

We affirm the Holy Bible as the inspired inerrant Word of God and the basis for our beliefs. This church subscribes to the doctrinal statements of the *Baptist Faith and Message* as adopted by the Southern Baptist Convention. We voluntarily unite ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper.

ARTICLE VI

This document is not a creed but has historical significance. We continue to strive to support and observe this covenant as a statement of belief and practice.

Church Covenant

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

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

We also engage to promote and maintain family and personal devotions; to religiously educate

our children; to seek the salvation of our family and acquaintances; to walk carefully in the world; to be just in our dealings, faithful in our engagements, and exemplary in our conduct; to avoid all gossip, slander, and excessive anger; to strive to abstain from gambling and the sale and use of intoxicating beverages and illegal drugs; to use our influence to combat the abuse of drugs, alcohol, gambling and 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 each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy 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.

Finally, we engage that upon leaving this body, 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 VII

Dissolution of Church and Disposition of Church Property

In the event of the dissolution of the Central Baptist Church or in the event that the Central Baptist Church ceases to exist as a Missouri Southern Baptist congregation, all property of the Central Baptist Church, real, personal, and mixed of whatsoever kind and wherever located shall be disposed of in the following manner and order:

- A. All of the said property shall be transferred to the St. Louis Metropolitan Baptist Association or successor Baptist Association if the St. Louis Metropolitan Baptist Association has merged with another Missouri Southern Baptist Association; if the St. Louis Metropolitan Baptist Association has ceased to exist or has not merged with another Missouri Southern Baptist Association, then all of the said property shall be transferred to the Executive Board of the Missouri Baptist Convention.
- B. Dissolution of the church shall occur if the church by official action votes to dissolve as a church, or upon termination of regular worship services for more than twelve consecutive Sundays. Upon such action, the president or other officer of the corporation is authorized to sign all necessary documents to convey the property as herein provided.
- C. Factors which indicate that the Central Baptist Church has ceased or is ceasing to exist as a Missouri Southern Baptist Congregation shall include, but not be limited to, the following:
 1. Terminating mission contributions through the Cooperative Program of the Missouri and Southern Baptist Conventions. This is in accordance with the Missouri and Southern Baptist Convention remaining in like faith and following the historical significance, belief and doctrine,
 2. Terminating mission contributions to the St. Louis Metropolitan Baptist

- Association if the St. Louis Metropolitan Baptist Association has merged with another Missouri Baptist Association,
3. Ceasing to promote special offerings of the Missouri and Southern Baptist Conventions, such as Annie Armstrong Home Missions Offering, Lottie Moon Foreign Missions Offering, and the World Hunger Offering,
 4. Ceasing to utilize Southern Baptist literature in church ministries and organizations, unless approved by pastor and/or deacons,
 5. Direct or indirect financial support of non-Southern Baptist pastors, evangelists, preachers, home or foreign missionaries, or through budget allotment, unless approved by pastor and/or deacons, and/or
 6. Calling as pastor or other ministerial staff persons who are not affiliated with or a member of a Southern Baptist church.

ARTICLE VIII

Amendments

This constitution may be amended at a special called business meeting by a two-thirds vote of those present and voting. The amendment must have been submitted in writing at the previous regular business meeting and/or notice is given to all members in two consecutive Sunday Morning Services through the bulletin or announcements.

BYLAWS

ARTICLE I

Church Membership

Section A Qualifications

The members of this church reserve the exclusive right to determine who shall be members of this church. A person can become a member of this church upon a majority vote by presenting himself/herself as a candidate for membership in one of the following ways:

1. By baptism upon public profession of faith in Jesus Christ as personal Savior and Lord (under the authority of the church),
2. By letter from another church of like faith, or
3. By statement of a prior public profession of faith in Jesus as personal Savior and Lord and baptism by immersion from a church of like faith from which it is not possible to obtain a letter.

Section B Rights of Members

1. Every active member of the church is entitled to vote at all elections and on all questions submitted to the church in conferences, provided the member has been present in the past 3 months, unless providentially hindered.
2. Every active member of the church is eligible for consideration by the membership as a candidate for elected offices in the church, except as otherwise provided for in the Bylaws.

Section C Responsibilities of Members

1. Complete church membership class,
2. Be involved in at least one ministry of the church,
3. Support the church in presence and prayer,
4. Enroll in small groups for Bible study, fellowship, and members' care,
5. Support the church financially, and
6. Support the spirit of the Constitution and Bylaws with action and lifestyle.

Section D Termination of Membership

1. Death,
2. Transfer of membership to another church of like faith,
3. Written request of the member,
4. Exclusion by action of the church according to the guidelines of the following section on discipline, or
5. Upon confirmation he/she has joined another church as a member.

Section E Discipline

Should a member become an offense to the church and to its good name by reason of immoral or un-christian conduct, or by persistent breach of his/her covenant vows, the church may terminate his/her membership, but only after faithful efforts have been made to bring such member to repentance and amendment and after due notice and hearing.

1. 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 punishment.
2. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18:15-20, I Cor. 5:9-13, and I Thes. 5:12-14. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness, forbearance, and prayer.
3. The church may restore to membership, by majority vote, any person previously excluded upon request of the excluded person.

ARTICLE II

Church Officers and Teams

Section A General

1. All who serve as officers of the church shall be active members of this church and shall be elected to office by a vote of the membership. No officer of the church shall be engaged in an occupation which violates the church Constitution, Bylaws, or Covenant.
2. There are two types of officers: church officers and Board of Trustees/Corporate Officers (hereinafter referred to as Trustees).
 - a. The church officers shall be the pastor, the church staff, the deacons, a moderator, a clerk, and a treasurer.
 - b. Trustees are the Chairman of the Board of Trustees/president, Vice-Chairman, secretary and treasurer.

Section B Pastor

1. Responsibilities
 - a. The pastor is responsible for leading the church to function as a New Testament church.
 - b. The pastor will lead the congregation, the deacons, the ministry teams, the organizations, and the church staff to perform their tasks.

- c. The pastor is the direct supervisor of all church staff.
 - d. The pastor is answerable and responsible only to the church membership.
 - e. The pastor is leader of pastoral ministries in the church. As such, he oversees the ministry, deacons and the church staff to:
 - 1. Lead the church in the achievement of its purpose - proclaim the gospel to believers and unbelievers,
 - 2. Minister to the church members and other persons in the community,
 - 3. Preside at meetings at this church and serve as moderator at all business meetings (unless otherwise designated by the church),
 - 4. Preside as the leader of the steering team, and
 - 5. Secure pulpit supply except in cases of emergencies, at which times the chairman of the deacon body, in conference with the ministry leader of the human resource ministry, will assume this responsibility.
2. Election
- a. When a vacancy occurs in the pulpit, the deacons shall recommend to the church a pastor search team of not less than five members. The members of this team shall broadly represent the various organizations of the church. Such teams shall bring to the consideration of the church only one man at a time. Their invitation to come in view of a call constitutes recommendation and a nomination from the search team to the church.
 - b. Vote on the recommendation of the team shall be by secret ballot. The resident membership shall be notified in writing at least two weeks in advance of the prospect coming in view of a call.
 - c. The prospective candidate shall be a regular ordained Southern Baptist minister (or be eligible for ordination by this church), in full sympathy with the program of the St. Louis Metropolitan Baptist Association, the Missouri Baptist Convention, and the Southern Baptist Convention. Qualifications and duties of the pastor are listed in 1 Peter 5:1-4 and I Timothy 3:1-7.
 - d. As representing the church, the search team shall, with the prospective pastor, come to a satisfactory agreement regarding salary, housing and utilities, expenses (auto, convention, pulpit supplies, etc.), number of Sundays away from the church (vacation, revivals, etc.) and any other relevant matters with which this team may be authorized to deal. All such agreements shall become a part of this search team's recommendation to the church regarding the call of the prospective pastor.
 - e. To constitute a call, an affirmative vote of three-fourths (75%) of the voting members present and voting must be received.
 - f. The pastor thus called shall serve until the relationship is terminated by his request or the request of the church.
3. Termination of the Relationship
- a. The pastor may relinquish the office of pastor by giving written notice to the church at the time of his resignation.
 - b. The church may request the resignation of the pastor by a (75%) vote of those present and voting in a special business session. Except in instances of gross misconduct by the pastor, resulting in exclusion from office, the church will compensate the pastor with not less than 90 days of his total annual

compensation. The termination shall be immediate, and the compensation shall be rendered within thirty days.

Section C Ministerial Staff

1. The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written by the human resource ministry with the guidance of the pastor and approved by the church when the need for a staff member is determined.
2. The election of all ministerial staff shall follow the plan for the call of a pastor as outlined in Article II, Section B, Paragraph 2 above, and termination as outlined in Paragraph 3 (Article II, Section B).
3. The ministerial staff is answerable and accountable only to the pastor and church membership through the pastor, with the assistance of the human resource ministry team, as needed.
4. The pastor is responsible for conducting yearly performance reviews of each member of the staff. These reviews will be monitored by the human resource ministry team and will be filed and kept confidential from other members of the church staff.

Section D Non-ministerial Staff

1. Non-ministerial staff members shall be employed as the church determines the need for their services and, like ministerial staff, are answerable and accountable only to the pastor and church membership through the pastor, with the assistance of the human resource ministry team, as needed.
2. A job description shall be written by the human resource team with the guidance of the pastor and approved by the church when the need for a staff member is determined.
3. The church human resource ministry shall work with the pastor and staff in recommending employment and termination of non-ministerial staff members.

Section E Church Clerk

1. The church shall elect biannually, on recommendation of the steering team, a person as its clerical officer.
2. Duties
 - a. The clerk shall be responsible for keeping an accurate record of all official action of the church, except as otherwise herein provided.
 - b. The clerk shall be responsible for keeping a register of names of members with dates of admission, dismissal, death, or erasure, together with a record of baptisms.
 - c. The clerk shall issue letters of dismissal voted by the church, preserve on file all official documents of the church, maintain a current file of all communications concerning church matters, and give required notice of all meetings where notice is necessary, as indicated in these bylaws and not otherwise provided for in these Bylaws.
 - d. The clerk shall be responsible for preparing the annual letter of the church to the St. Louis Metro Baptist Association, Missouri Baptist Convention, and the Southern Baptist Convention.

- e. The church may delegate some of the clerical responsibilities to a church secretary or other church approved person/persons who will assist the elected clerk. All church records are church property and shall be kept in the church office.

Section F Treasurer

1. The church shall elect a treasurer who, with the assistance of the stewardship ministry team, will be responsible to oversee the expenditure of funds.
2. Duties
 - a. It shall be the duty of this position to pay out all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements.
 - b. The person shall be bonded with the church paying for the bond.
 - c. This position shall serve as a member of the stewardship ministry team.
 - d. Assistant treasurer(s) may be elected as needed to cosign checks and help in these assigned tasks.
 - e. Serve on Board of Trustees as Treasurer.

Section G Financial Secretary

1. The church shall elect or hire a financial secretary who is responsible for the receiving of all funds. The same person cannot fill the positions of treasurer and financial secretary. The financial secretary may assist the treasurer in writing and cosigning checks, preparing reports and keeping adequate records.
2. Duties
 - a. This person is responsible for receiving, collecting and keeping records of all in-coming church funds, as well as all deposits of those funds.
 - b. The church shall bond those elected for this position.
 - c. This position will serve as a member of the stewardship ministry team.

Section H Corporate Officers/Board of Trustees

1. Corporate Officers will serve as the Board of Trustees in accordance with the Articles of Association of Central Baptist Church, Article 6.
2. Trustees (the Chairman of the Board of Trustees/president, Vice-Chairman, secretary and treasurer) will be elected as needed by the church membership upon recommendation of the deacons at a regular business meeting.
3. Corporate officers are responsible to oversee an outside audit of the church's finances and stewardship tracking practices at least, but not limited to, every two years, understanding that each church must go the extra mile to demonstrate sound business practices as well as Biblical integrity and openness.
4. The Trustees shall, upon church approval and/or in accordance with the by-laws and constitution of the church, represent the church in business transactions (i.e. acquire or sell real estate, mortgage or otherwise dispose of, either in trust, in fee, by leasehold or otherwise, and other transaction authorized by the church.

Section I Deacons

1. Election
 - a. The church shall nominate deacons from men among the church membership in accordance with the basic scriptural qualifications set forth in Acts 6:1-6 and I Timothy 3:8-13. The acting deacon body shall serve as a screening team for those nominated.
 - b. Those elected shall serve as active deacons on a three-year rotational basis with one third selected each year.
 - c. The rotation system may be suspended by a majority vote of the church body.
2. Number
 - a. The number of serving deacons shall be determined by the needs of the church and the availability of qualified men for the position.
 - b. When the three-year term of active service is ended, a deacon is eligible for re-election only after the lapse of at least one year, unless otherwise approved by the church for a specific reason.
 - c. The church is under no obligation to elect men who previously served as active deacons in this church or in another church, but in such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another Baptist church of like faith and order shall suffice for this church.
 - d. Those men elected who are not ordained deacons will be ordained by the church prior to serving as deacon.
3. Organization
 - a. Active deacons shall be organized as a unit and shall meet monthly. Once each year, the deacons shall elect a chairman, vice-chairman, secretary, and other officers as needed.
 - b. The chairman and vice-chairman shall have served as an active deacon for Central Baptist Church for at least two years in a past or present term.
 - c. The chairman of the deacons shall act as moderator at all business meetings in the absence of a pastor (unless otherwise designated by the church).
 - d. Conduct inconsistent with the qualifications for deacons or three successive absences of deacons from meetings shall disqualify for service, unless sickness or providence hinders attendance, and adequate contact is made to the chairman of deacons to explain the situation. In such cases, a deacon can be reinstated when the disqualifying problem is remedied by a majority vote of active deacons.
4. Responsibilities
 - a. Active deacons shall be servants of the church. They are spiritual leaders who will monitor and deal with, but are not limited to, doctrinal issues, spiritual direction of the church, and ministering to the church body. They will assist the pastor and staff to lead the church in the achievement of its mission, to guard the unity of the spirit within the church, to proclaim the gospel to believers and unbelievers, and to care for the church's members and other persons in the community. Even though their primary responsibility is spiritual, not administrative, they will also act as support for the team ministries throughout the entire church.
 - b. In counsel with the pastor and as the Holy Spirit may direct, deacons will oversee the discipline of members within the church according to the principles

- set forth in Article I, Section D of these Bylaws.
- c. Deacons shall attend regularly all services of the church, revivals, Sunday School, Discipleship training and evangelistic outreach events unless providentially hindered. They should also make every effort to upgrade their skills for ministry. They shall recognize the scriptural plan of stewardship and practice tithing. If married, his wife must be a Christian and an active member of this church.
5. Election Procedures
- a. The Trustees shall, upon church approval and/or in accordance with the by-laws and constitution of the church, represent the church in business transactions (i.e. acquire or sell real estate, mortgage or otherwise dispose of, either in trust, in fee, by leasehold or otherwise, and other transaction authorized by the church
 - b. The church members shall cast ballots for prospective deacons in accordance with their knowledge of the men of this church and by the leadership of the Holy Spirit. Each church member may cast a ballot, listing as many names as the number determined in the proposal to the church as the number needed to meet the ministry needs of the church. The acting deacon body shall receive, count, and guard all ballots cast.
 - c. The active deacons shall serve as the screening team. The pastor and Ministerial staff will serve as members of this team.
 - d. The screening team shall interview those men receiving the most nominations on ballots. The prospective deacon may decline serving or the team may decline to recommend a person to serve as a deacon without prejudice to his person or standing as a member of this congregation.
 - e. The deacon screening team shall recommend to the church in the regular July business meeting, or as soon thereafter as possible, the names of persons to elected as deacons. Those voting shall be active church members. An amendment shall not be made to add names. Those recommended shall be elected by a majority vote of church members present at the meeting.

ARTICLE III

Church Program and Organization

Section A Church Programs General

1. Central Baptist Church shall be operated and governed by the pastors, church staff and elected ministry and support teams as established in the Constitution and Bylaws.
2. Ministries, teams, and/or counsels may be formed or dissolved by action of the church at any time.
3. The church shall maintain ministries for the purpose of worship, Bible teaching, prayer, evangelism, equipping, missions, and other needs as deemed necessary for fulfilling the mission and objectives of the church.
4. All organizations related to the church programs shall be under church control. All

officers and leaders being elected by the church and all program activities are subject to church coordination and approval. The church shall elect and maintain support ministries to provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

5. All programs should strive through age-graded organizations to meet the needs of the total membership (i.e. children, youth, adult and senior adult ministries).
6. Ministry teams are to make every effort to run ministries as a team. This means:
 - a. Asking for input from the team as a whole,
 - b. Documenting the team meetings,
 - c. Seeking consensus from the team,
 - d. Communicating early and often to the whole church, and
 - e. Seeking to be assertive with leading the church forward but in a spirit of love and cooperation.
7. It is the intent of this church to organize around spiritual gifts of the members and the needs of the church body and the community. The initial ministry organization is shown on the attached chart entitled Central Baptist Church Ministries.
8. Teams will be staffed using as many different members as possible to help facilitate the sharing of the ministry responsibility with as much of the membership as possible.

Section B Term of Office

Church members (excluding pastors, staff, and deacons) elected to key leadership positions, shall be elected to two-year terms, with no one serving more than four consecutive years in a ministry team leadership position or as a church officer (unless deemed necessary for lack of adequate replacement). At the conclusion of a second two-year term, ministry team leaders or church officers may not be considered for at least one year before being eligible for re-election.

Section C Qualification of Ministry Leaders

1. The teams of this church shall be divided into five basic ministries and four support ministries. A ministry leader and an assistant shall be elected to oversee the running of each ministry under the supervision and guidance of the pastor and staff. Each ministry as described in the Constitution and Bylaws will be divided into various teams in order to accomplish the objectives of that particular ministry. All teams shall report regularly to the ministry leaders, pastor, and staff. Ministries and teams shall plan and coordinate all activities with other teams and ministries.
2. Ministry leaders and assistant ministry leaders - qualifications for both positions are identical. If one leader is not able to attend a meeting, take care of a team issue or chooses to resign prior to the completion of his/her term, the assistant leader will fill the role.
3. The pastor might designate certain teams to be run by a ministry staff member (example: the worship team has the music minister as the ministry leader). However, prior to a team being designated to have a paid staff member as ministry team leader, the pastor must discuss this with the steering team.
4. All active members in good standing and meeting qualifications are eligible.
5. Qualifications of a ministry leader and assistant ministry leader are:

- a. Must be an active church member of Central Baptist Church,
 - b. Must follow the *Baptist Faith and Message*,
 - c. Must have a passion for the ministry he/she is being asked to lead,
 - d. Must be a good example in lifestyle and conduct,
 - e. Must tithe to the church,
 - f. Must be someone who has gifts that will lead a ministry and all its various functions,
 - g. Must be a person supportive of the overall programs and direction of the church, and
 - h. Must be willing to work, communicate, and take leadership from the pastor, staff, and other leaders of the church.
6. Election of ministry leaders and assistant ministry leaders
- a. The pastor, ministry staff, chairman of deacons, and a representative from the women's ministries in the church shall serve as a nomination team for ministry leaders and assistant ministry leaders.
 - b. The nominating team for ministry leaders shall interview, screen and recommend to the church those ministry leaders and assistant ministry leaders who are qualified to serve, possess gifts in accordance to the ministry they will be leading, and have a passion for that leadership role.

Section D Rotation and Term of Ministry Team Leaders and Members

- 1. It is recommended that church members can only serve in three areas of ministry with only one of those being a ministry leader. (An example of this is a church member who teaches Sunday School and is a deacon. He will only be able to serve on one additional team. The exception to this is when the church has a temporary team such as a pulpit team or the staffing team that is assembled only for a short period of time.) The church can suspend the service and term requirements if providentially needed and approved by the church body.
- 2. Those elected to ministry team leadership positions shall serve for a term of two years, with no one serving for more than two consecutive terms. At the conclusion of a second consecutive term, a member may not be considered for that team leadership position for one year.
- 3. Restrictions on serving as a ministry leader in no way prevent members of the church from participating in the activities provided by each ministry.
- 4. Church members elected to a team must attend all team meetings unless providentially hindered. If a team member misses three consecutive team meetings, the steering team can take steps of action to replace the team member. This effort is to be done in a spirit of love with the understanding that at a later time during future elections, this member, if qualified, might be better able to coordinate his/her schedule to serve in another capacity.

Section E Five Ministry Teams

- 1. **Worship Ministry** is responsible for assisting the pastor in providing for and leading the church in public worship services and maintaining personal daily devotions. In addition, teams will assist as needed in planning special worship events, music, concerts, and revivals. All worship ministry activities will be under the direct

supervision of the pastor. The worship ministry shall include:

- a. A music education program for all ages to train membership in music skills,
- b. A choir and instrumental ministry that will seek to train and utilize the musical gifts and talents of the church in worship and other activities, and
- c. Other ministries, organizations and teams as needed such as drama, banner and or other ministry teams to fulfil the objectives.

2. ***Evangelism Ministry*** is responsible for carrying out the scripture, “To share the good news of Jesus Christ with as many people as possible in our community and throughout the world” (Matthew 28:18-20, Acts 1:8). They will also plan, lead, evaluate and recommend programs and activities that will produce numerical growth for the glory of the Lord. Duties will include:

- a. Organize and lead Bible teaching organization (i.e. Sunday School) as an outreach arm of the church, which will organize the church into small groups for the purpose of teaching the Bible, evangelizing the lost, discipling the saved, providing small group fellowship and care ministries to members and non-members. They will work closely with evangelism/outreach activities as “the outreach arms of the church,”
- b. Organize and lead other organizations/programs as needed for outreach and ministry to reach the people of our community (i.e. a preschool program WEE),
- c. Assist the pastor, staff, and deacons in follow-up with those individuals who have made a decision for Christ,
- d. Help the pastor, ministerial staff, and other ministry teams in coordinating revivals, mission, and other evangelistic efforts,
- e. Lead out in the organization and follow-up of outreach activities,
- f. Assist in enrolling all prospects in Sunday School, Discipleship, and other ministry activities, and
- g. Organize and lead a visitation/contact ministry for prospects for church membership including individuals who have visited the church or any of its ministries, recently moved into the community, recommended by members and/or led to by the Lord.

3. ***Discipleship Ministry*** is charged with the mission of educating and equipping church membership and others for Christian life and service. They are to plan, evaluate and recommend resources and educational tools that teach and equip the members to be complete disciples of Christ.

- a. This ministry will coordinate all educational events with the steering team and ministerial staff.
- b. They will be responsible for ordering all materials needed for the course as well as making sure that proper money has been collected if books are to be paid for by the participant.
- c. The discipleship ministry will include:
 1. A training and equipping program providing opportunities for all church leaders and members, plus training/teaching individuals and families for Christian life in the home and world, and
 2. Age-graded organizations and other activities/ministries, as needed, to

- help meet the discipleship needs of the total membership (i.e. AWANAS, and other activities/ministries for children, youth, adults, and senior adults).
- d. They will work with other ministry teams in helping to provide training for leadership and individuals in those ministries (including worship, evangelism, outreach, missions, care, fellowship, prayer and support ministries).
 - e. They will oversee the development, updating and running of a library, media and resource center (including books, literature, tapes, videos and equipment) as resources for ministry teams, church leadership, church members and others.
4. **Fellowship/Recreation Ministry** is responsible for planning, organizing and staffing fellowships and recreational activities for the church.
- a. Activities will be planned, coordinated and communicated to the steering team as well as placed on the church calendar.
 - b. Fellowship teams might be requested to help another team or group in the church in preparing for a fellowship, but it is the responsibility of the ministry leaders to contact the fellowship/recreation ministry team.
 - c. Church wide events would include, but not be limited to, Wednesday night dinners, church wide socials, revival socials, church picnics, sports teams and recreation activities, as well as additional churchwide events as specified by the steering team or ministerial staff.
 - d. Ministry leaders will include the church hostess team and the kitchen team, the recreation team, as well as teams to assist in planning other fellowship and recreation activities of the church.
5. **Prayer and Care Ministry** is responsible for leading the church in intercessory prayer and care ministry. Prayer needs shall include: church members and their families, church leaders, perspective members, the lost in the world, church meetings, ministries and activities, national and world leadership, and other specific needs the Lord may lay on their hearts. This ministry will also lead the church in caring for the physical and mental well-being of people in need. The care ministry will help coordinate efforts to meet those particular needs on an individual basis. The prayer and care ministry will include:
- a. A prayer ministry to support and lead the church through intercessory prayer for all activities, programs, organizations, ministries, and teams,
 - b. A mission's organization which will provide organizations and opportunities for mission education and lead the church in mission support and involvement as well as prayer support and financial support, and
 - c. Other ministries, organizations, and activities as needed for the prayer and care ministries of the church.

Section F Four Support Ministry Teams

1. **The Human Resource Ministry Team** assists the church and pastor in matters related to employed personnel administration including those called by church action.
 - a. Their work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and reconciling personnel problems.

2. ***The Facilities Ministry*** assists the church in matters related to property administration.
 - a. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the personnel team and the church staff regarding the needs for, and the employment of, maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel
3. ***The Stewardship Ministry Team*** develops and recommends an overall stewardship development plan, a unified church budget, and budget subscription plans.
 - a. It advises and recommends in the administration of the gifts of church members and others using sound principles of financial management.
 - b. It works with the treasurer in the preparation and presentation to the church the required reports regarding the financial affairs of the church.
4. ***Public Relations/Marketing Ministry*** is responsible for marketing the church in the world including publicity or advertisements for events the church has requested.
 - a. The public relations ministry is responsible for studying and making recommendations for marketing the church and/or its ministries and activities in the world.
 - b. Public relations ministry teams are responsible for making sure all marketing materials from the church will edify Christ in appearance, content, and image.
 - c. They will work with all ministries of the church in helping to develop strategies for promotion of activities/events.

Section G Teams Serving Under Ministry Leaders

1. Each ministry will have teams reporting to the ministry leaders. Each team will have a team leader and assistant team leader.
2. They are responsible for reporting to the ministry leaders all information needed to run and assist their team functions.
3. The steering team will staff teams. No ministry can recruit or staff their ministry team without the approval of the steering team. The pastor will inform and guide the steering team through this process.
4. Vacancies which occur in a team shall be filled by electing a successor for the unexpired term in the same manner as the original team members were elected.

Section H Church Program Services

The church shall maintain media center services and recreation services for the purpose of enriching and extending the ministries and programs of the church.

1. The media center service will be the resource center for the church.
2. The discipleship ministry and other personnel, as designated by the church, will seek to provide and promote the use of printed and audiovisual resources.
3. The fellowship/recreation ministry and other personnel, as designated by the church, will seek to meet the recreational needs of members and groups. Its personnel will provide recreation activities, consultation, leadership assistance, and resources.

ARTICLE IV

The Steering Team

Section A General

The steering team is lead by the pastor and is the guiding body of the church. The steering team will coordinate, plan, and lead Central Baptist Church forward in fulfilling the Great Commission, cooperative missions and discipling and training members toward godliness.

1. The steering team is composed of the ministry leaders and assistant leaders of the various church ministries plus members of the staff.
2. All ministries and teams report to the steering team as well as to the church.
3. Steering team members are to keep the church, staff and deacons in the communication loop.
4. Regular members of the steering team shall be the pastor, other ministerial staff, and other staff as assigned by the pastor, ministry leaders and their assistant leaders, and the chairman of deacons. Each ministry leader can bring to the steering team any other team member to make a presentation or discuss issues that the steering team will need in order to take action.

Section B Responsibilities

1. The primary function of the steering team shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and teams; to recommend to the church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.
2. The steering team is responsible for meeting monthly for the coordination, planning and monitoring of all ministries necessary for the spiritual maturing of its members, as well as the carrying out of the vision and mission statement of the church.
3. A sub-team within the steering team will serve in the capacity of a nomination committee (it will consist of either the leader or assistant leader of each ministry and will work with the pastor and ministerial staff to prayerfully recruit and present to the church for nomination those to serve in the ministries of the church.)
4. The steering team will furnish reports to the church at each business meeting giving updates on the direction the church is headed.
5. All matters agreed upon by the steering team, which call for action not already approved, shall be referred to the church for approval or disapproval.
6. All over-budget expenditures must be approved by the church except in emergency situations, and it must be approved as soon as possible.

ARTICLE V

Church Ordinances

Section A Baptism

1. This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly, and who indicates a commitment to follow Christ as Lord.
2. Baptism shall be by immersion in water administered by the pastor or person that the pastor, deacons (in absence of the pastor) or church shall authorize. The baptism team shall assist in the preparation for and the observance of baptism. Baptism may be administered as an act of worship during any worship service of the church or as designated by the pastor, deacons and/or the church.

Section B Lord's Supper

1. The church shall observe the Lord's Supper regularly at any worship service or place and time designated by the pastor, deacons, and/or the church. The pastor and deacons shall administer the Lord's Supper.
2. The Lord's Supper team is responsible for the physical preparations.

ARTICLE VI

Church Meetings

Section A Worship Services

1. The church shall meet regularly on Sundays and on other days as designated by the pastor, deacons or church for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor shall direct the services, or when the church is without a pastor, the ministerial staff and deacons shall provide direction. The pastor, in consultation with the chairman of the deacons, shall determine the advisability of canceling any service due to adverse weather or other extreme emergencies.
2. Special services, revival services, and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar upon the recommendation of the steering team and/or pastor, staff, or deacons. When possible, these special services should be planned with approval by the church.

Section B Business Meetings

1. The church shall hold regular business meetings on the Wednesday night following the third Sunday of each quarter, unless otherwise designated by the steering team. When it becomes necessary to change or cancel a regular business meeting, a reasonable effort should be made to provide advance notice to the membership. Annually, at a regular

business meeting, the associational letter will be read and approved (See Article II, Section E, Paragraph 2D). All active members of this church in attendance at meetings shall be eligible to vote. At any of the meetings of the church, the church may, without special notice, act upon the receiving of members. The church may also elect messengers to attend meetings of the St. Louis Metropolitan Baptist Assoc., the Missouri Baptist Convention, and the Southern Baptist Convention without special notice.

2. Special Business Meetings - The church may conduct special called business meetings to consider matters of special nature and significance. The pastor may call a special business meeting from the pulpit. A two-week notice must be given for the special called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, time and place. It must be given in such a manner that resident members have an opportunity to know of the meeting.
3. Quarterly Ministry Meetings - Each ministry will meet at least once every three months for monitoring the teams that are reporting to the ministry leaders.
4. Monthly Steering Team Meetings - The steering team shall meet once each month for the purpose of making decisions and monitoring church progress and the impact of ministries. Each ministry will be responsible for reporting and giving updates to the steering team, ministry staff, and church.
5. Parliamentary Rules - The spirit of the *New Testament* and *Robert's Rules of Order, Revised* shall be followed in all business meetings of the church.
6. All church business and team meetings will seek a spirit of consensus and cooperation.
7. All amendments to nominations for church leadership (not requested by the moderator or team making nominations), proposed budgets, or other financial and/or property decisions will be referred back to the team or ministry who is making the report and recommendation. This team and/or ministry will be responsible for examining the issues being discussed and bringing additional recommendations to the steering team and the church business meeting, as needed.
8. A quorum for all meetings - The quorum consists of those active members who attend the business or team meeting provided it is a stated meeting or one that has been properly called.

ARTICLE VII

Church Finances

Section A Budget

1. The stewardship team and the steering team shall be responsible for budget preparation and administration of finances.
2. The steering team will give a proposed ministry budget to the stewardship team for preparation and presentation to the church for approval.
3. Offering envelopes will be provided for all desiring to contribute to the church.
4. A proposed annual budget will be presented to the church for approval in the following method:
 - a. Proposed budget shall be presented to the church and discussed in a special business meeting the first Wednesday of November or as soon thereafter as possible, and
 - b. Budget will be voted on the following Sunday morning without discussion.
5. It is the policy of this church that the work and ministry of the church is to be supported by the tithes and offerings of the membership or those persons who may not be members but who desire to contribute to the Lord's work by contributions to this local church.
6. It is the further practice and policy of this church to financially support the cause of ministry, education, missions and evangelization by financially contributing to the St. Louis Metropolitan Baptist Association and through the Cooperative Program of the Missouri and Southern Baptist Conventions as well as additional missions as approved by the pastor, and/or deacons, and/or church.

Section B Non-Budget Items

The steering team shall make appropriate fiscal recommendations when non-budget expenditures are deemed advisable to the church.

Section C Accounting Procedures

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the stewardship team. A financial statement will be presented at the regular business meetings at which times all over-expenditures can be presented and approved by the church.

Section D Church Audit

Trustees are responsible for having the church audited as stated by Article II, Section H, Number 2.

Section E Designated Funds

Recommendations for designated funds must be brought to the church, meeting in regular

business session, as a recommendation from a church elected team or council with the reason for the fund, length of time to receive the monies, and amount to be received. The financial statements shall include the designated funds' balances.

Section F Fiscal Year

The church fiscal year shall begin on January 1 and end on December 31.

ARTICLE VIII

Church Operations Manual

The human resource ministry team, in consultation with and guidance of the pastor, shall develop/maintain a church operations manual to include church policies and procedures and organization charts depicting lines of responsibility in the administration of the church. The manual shall be kept in the church office and made available for use there by any member of the church. The church secretary shall maintain the manual. The steering team or the human resource team shall review the manual at least annually, with authority to recommend changes for the church to consider. All operations policies must be brought into support and spirit of the Constitution and Bylaws. Any church member or church organization may initiate suggested changes in the manual.

Additions, revisions, or deletion of church policies require:

1. the recommendation of the church officer or organization to whose areas of assignment the policy relates,
2. discussion by the steering team, and
3. approval by the church.

Procedures may be added, revised, or deleted by:

1. recommendations of the church officer or organization to whose areas of assignment the procedures relates,
2. approval by the steering team, and
3. approval of the church.

ARTICLE IX

Amendments

These Bylaws may be amended at a special called business meeting by a two-thirds vote of those present and voting. The Bylaws must have been submitted in writing at the previous regular business meeting and/or notice is given to all members in two consecutive Sunday morning services through the bulletin or announcements.