

**The
Bylaws
of
Central Baptist Church
Quincy, Illinois**

*(First Baptist Church, organized in 1835, and
Vermont Street Baptist Church, organized in 1856,
Incorporated in 1916 to form Central Baptist Church.)*

Bylaws

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Bylaws

Article I: Membership

Section 1: Receiving a Member

(see Constitution Article V)

Upon recommendation of the **Diaconate and the Ministry Council** and an affirmative vote of the congregation at any regular or membership meeting, a candidate may be received into membership in one of the following ways:

1. By Believer's Baptism. After public profession of faith in Jesus Christ, a candidate may be received following immersion.
2. By Letter. A candidate may be received by letter of transfer from other Baptist churches.
3. By Statement of Christian Experience. A candidate may be received upon his testimony of conversion experience and believer's baptism by immersion.
4. By Restoration. A candidate whose name has been erased from the active membership roll may be reinstated to active membership.
5. By Special Circumstances. A candidate may be considered under unique circumstances not covered by the previously stated conditions.

Section 2: Classification of Member

The Ministry Council shall keep a permanent register of members in a secure location on the church premises. The register shall list members according to the following classifications:

1. Active Voting Member: Members shall be considered in good and regular standing who, as health allows, attend the services of the church at least once quarterly and contributes at least annually to the financial support of the ministry.
2. Non-Resident: Members who, by reason of distance, are unable to actively participate in Church services on a regular basis but who contribute financial support and desire to remain as members.
3. Member of Record: A person who has been absent from the church for the period of one (1) year without evidence of any interest and who makes no effort to contact the church in any way, by letter or financial support, will by his own action be designated a "Member of Record". Persons so designated have no voting rights of membership.

Section 3: Dismissing a Member

Upon recommendation of **the Diaconate and the Ministry Council** and an affirmative vote of the congregation at any regular or membership meeting, a member may be dismissed from membership in one of the following ways:

1. By Letter. A letter of transfer may be granted to a church of like faith. Such a document will be sent to the Minister or Clerk of the requesting church.
2. By Erasure. A member will be removed upon notice that said member has been received into another church.
3. By Exclusion. A member who engages in un-Christian conduct or gross immorality may be dismissed. Matthew 18:15-22 shall be applied by the Diaconate as a guide.

4. By Death.

Section 4: Duties of Members

The general duties of members, which are to guide us in our relationship with God and one another, are set forth in the church covenant as adopted by Central Baptist Church (*see Constitution Article IV*). It is also the duty and obligation of all members to have a part in the financial support of this church and its ministries.

Article II: Meetings

Section 1: Public Worship Services

1. The church shall meet each Sunday and mid-week for public worship.
2. The Lord's Supper shall be observed, when feasible, on the first Sunday morning of the month, Maundy Thursday, and as determined by the Diaconate.
3. Baptismal services shall be observed as scheduled by the Ordained Ministers and the Diaconate.
4. Other services may be held as deemed desirable.

Section 2: Regular Business Meetings

1. Quarterly Meetings: Business meetings of the entire congregation shall be held quarterly to receive written reports from the Ministry Council emphasizing significant accomplishments of the quarter, and programming for the coming quarter. The Third Quarterly Meeting shall be held in October and shall include the presentation of the proposed budget for the forthcoming year. The Fourth Quarterly meeting shall be the second Wednesday of December and shall include the annual election of officers and adoption of the budget for the forthcoming year.
2. Annual Meeting: The annual meeting shall be held during January. Ministers, officers, and chairs of all boards, committees, and organizations shall provide a written report of the past year's ministry at this meeting.
3. Rescheduling: The Ministry Council may reschedule any business meeting according to the needs of the church.

Section 3: Other Meetings

1. Membership Meetings: The Moderator may call the church to order for the acceptance of new members at any worship service.
2. Special Meetings: A special business meeting may be called by the Moderator to conduct important business when recommended by the Ministry Council . Notice of such meeting and the purpose for which it is called shall be given from the pulpit at a Sunday morning worship service.
3. Agenda: Business conducted at any membership or special meeting shall be limited to the purpose for which the meeting was called.

Article III: Officers

(see Constitution Article VI)

Section 1: Church Officers

The officers of the church shall be a Moderator, Clerk, Treasurer, and the Senior Ordained Minister. These elected officers shall lead the church in the conduct of its business. In addition, the Ministry Council shall elect one of its members to serve as Vice-Moderator in the absence of the Moderator. The Vice-Moderator shall also act as Parliamentarian.

Section 2: Qualifications

1. Be an active voting member for no less than 24 months.
2. Be familiar with the Constitution and Bylaws.
3. Pledge faithful service according to the covenant adopted by the church.

Section 3: Term of Service

1. The Moderator, Clerk, and Treasurer shall be elected by ballot to serve a one (1) year term with a limit of three (3) consecutive terms. Officers may serve only as ex-officio members of a Permanent Ministry while serving their term.
2. These elected officers shall assume office on January 1 following their annual election in December and shall serve until their successors are elected and assume the office.
3. The church may at any time elect one or more assistants to any office.

Section 4: Duties

1. Moderator: Shall call to order and preside over all regular and special business meetings of the church and the Ministry Council. In the absence of the Clerk, the Moderator shall appoint a secretary pro tem and in the absence of the vice-Moderator a parliamentarian pro tem.
2. Vice-Moderator: Shall preside as Moderator in the absence of the Moderator and shall serve as parliamentarian of all regular and special business meetings of the church. In the absence of the Moderator, the vice-Moderator shall appoint a parliamentarian pro tem.
3. Clerk: Shall keep a correct and permanent record of all business meetings of the church and Ministry Council, sign all letters of transfer, supervise maintenance of all church membership records in which changes shall be noted as they occur, and perform other duties which usually pertain to such an office.
4. Treasurer: Shall sign all checks over the counter-signature of a Trustee. The Treasurer shall be an ex officio member of the Trustees.

Article IV: The Ministry

Section 1: Senior Ordained Minister

1. Qualifications: The Senior Ordained Minister (hereafter, "Minister") of this church shall be an ordained clergy in good standing with the American Baptist Churches, USA.
2. Duties: The Minister shall have the following responsibilities:
 - a. Preach the Gospel
 - b. Administer the ordinances
 - c. Lead the worship services
 - d. Promote the spiritual welfare of the church
 - e. Serve as an ex-officio member providing guidance to the ministries of the church
 - f. Perform duties as outlined in writing by the pulpit committee at the time of a call which may subsequently vary as the church shall determine
 - g. Supervise the entire church staff in cooperation with the Trustees
 - h. Support the "mission purpose" and cooperate with the agencies of the American Baptist Churches in the USA.
 - i. Abide by the Constitution, Bylaws and Covenant of the church.

Section 2: Ordained Ministerial Staff

1. Qualifications: Other ministers shall be ordained ministers in good standing with the American Baptist Churches USA.
2. Duties: Each minister shall have the following responsibilities:
 - a. Perform duties as outlined in writing by the pulpit committee at the time of a call which may subsequently vary as the church shall determine
 - b. Support the "mission purpose" and cooperate with the agencies of the American Baptist Churches in the USA
 - c. Abide by the Constitution, Bylaws and Covenant of the church

Section 3: Program Staff

1. Qualifications: Other program staff shall be persons seeking ordination or a lay professional in good standing with the American Baptist Churches, USA.
2. **Duties: Each Program Staff person shall have the following responsibilities:**
 - a. **Perform duties as outlined in writing by the pulpit committee at the time of a call which may subsequently vary as the church shall determine**
 - b. **Support the "mission purpose" and cooperate with the agencies of the American Baptist Churches in the USA**
 - c. **Abide by the Constitution, Bylaws and Covenant of the church**

Section 4: American Baptist Meetings

1. At least one (*1*) minister may represent the church at Area and Region annual meetings and the American Baptist Churches in the USA Biennial.

Section 5: Resignation or Dismissal

1. A minister choosing to resign is requested to give thirty (*30*) days notice. An affirmative vote of the church shall recognize the closure of ministry
2. A minister may be dismissed for cause. The following procedures shall be implemented:

- a. The Diaconate under the guidance of Matthew 18:15-22 and after consultation with the pastoral relations committee and the American Baptist **Churches of the Great Rivers Region**, shall call a special business meeting.
- b. A minister will be dismissed upon two-thirds (2/3) majority vote by ballot.
- c. The Clerk shall give official written notice of the action of the church to the dismissed minister.
- d. A minister so dismissed shall be relieved of all duties immediately.
- e. Following the date of dismissal, the minister may receive salary for a maximum of ninety (90) days which includes unused accrued vacation.

Article V: The Ministry Council

Section 1: The Ministry Council

(Note: Article VII of the Constitution refers to the "Advisory Council". For that reason, the Ministry Council shall function as the Advisory Council until the name can be changed in the Constitution.)

1. Purpose: The Ministry Council (hereafter, "the Council") shall be responsible for the administrative oversight, policy decisions, operational oversight of the ministries of the Church and be responsible directly to the Congregation. It shall assume the legal role of directors of the Church Corporation. It shall keep an accurate record of policy decisions, and keep the membership informed of all decisions by posted minutes of its meetings.
2. Constituency: The Council shall consist of the Minister, Moderator, Treasurer, Clerk and eight (8) to ten (10) Council Members chosen from, elected by, and responsible to the Congregation. Council Members shall have been an active voting member of the church for no less than 24 months, and shall be elected for a term of three (3) years, one-third (1/3) of the Council to be elected each year. No Council Member shall be eligible for two (2) consecutive terms. (Serving an unfulfilled term of one year or more shall be considered as to have served a full term.) Council members may serve only as ex-officio members of a Permanent Ministry while serving their term. Candidates shall meet the standards set forth in 1 Timothy 3:1-12 and Titus 1:6-9.
3. Duties: The Council shall meet at least monthly to:
 - a. Assist the Ordained Ministers in the organization of the work of the Church
 - b. Develop and implement a vision and mission of the Church
 - c. Conduct short and long term planning activities
 - d. Ensure the ministries and responsibilities of the Church are accomplished by due process. (see I Cor. 14:40)
 - e. Ensure that the ultimate authority for governance of the Church is vested in the members, including specific responsibilities reserved for the Congregation:
 - i. Approve and recommend to the Congregation an annual budget in consultation with the Trustees
 - ii. Approve unbudgeted purchases and/or sales exceeding \$5,000.00
 - iii. Approve construction and remodeling projects in excess of \$5,000.00
 - iv. Approve Constitution and Bylaw changes
 - v. Approve admission and/or dismissal of members
 - f. Maintain a list of church members.
 - g. Consider the spiritual needs of the church.
 - h. Consider all proposals for plans or matters of policy presented to the Council by members, ministries and chartered organizations,
 - i. Administer the legal aspects of the Church operation
 - j. Approve members of Permanent Ministries who are not elected by the Congregation
 - k. Periodically review all ministries of the church for effectiveness and compliance
 - l. Identify, recruit and train leaders
 - m. Recommend to the congregation Constitution and Bylaw changes
 - n. Serve as the final authority for all governance and administrative decisions involving the Church and its various ministries, not reserved to the Congregation
 - o. Have the tally of the council's vote recorded on all matters presented, and reported at the next business meeting.
 - p. Fulfill other activities that may be assigned by the Congregation

- q. Appoint a Nominating Committee
 - i. Constituency: The Nominating Committee shall consist of five (5) members of the Church who are not members of the Council, to be approved by the Congregation at its annual business meeting
 - ii. Duties: The committee shall have the following responsibilities:
 - i. Maintain a list of qualified church members, considering the spiritual needs of the church and the spiritual gifts of the candidate.
 - ii. Interview each candidate and explain the duties of the office.
 - iii. Ascertain the candidate's willingness to serve.
 - iv. Compile a list of one (1) nominee for each office to be filled.
 - v. Post the list at least two (2) weeks prior to the annual election at the Fourth Quarterly (December) business meeting (see Article II, Section 2)
 - vi. Recommend nominees for vacancies that occur between annual elections
- 4. Special Meetings. A special meeting may be called at any time by the Minister, the chair, or any three (3) members.

Article VI: The Permanent Ministries of the Church

Consistent with the Church's purpose and mission statement, certain ministries are formed as *Permanent Ministries of the Church*.

In addition to the enumerated purpose and duties of the Permanent Ministries, *all* ministries shall have the following responsibilities:

1. Glorify God in worship and piety (i.e. spiritual practices)
2. Serve people by sharing the love and name of Jesus Christ
3. Promote congregational interest in its specific area of ministry
4. Promote and support American Baptist ministries, missions and missionaries
5. Recruit and train volunteers and leaders
6. Encourage and promote projects that may develop into self-supporting ministries
7. Make recommendations regarding policies to the Ministry Council
8. Act as good stewards in the spending of money according to the budget
9. Post minutes of all meetings

Section 1: The Ministry of the Diaconate

1. Purpose: The Diaconate shall be responsible for the spiritual oversight of the Church and be responsible to the Ministry Council. This includes assuring that the Church remains on a true course biblically, that its members are being appropriately shepherded, and the body is being fed through insightful and accurate biblical teaching. The Diaconate shall meet regularly with the Minister to design, promote, and have charge of evangelistic programming, visitation, and outreach through which the whole church may make its witness and share its faith, so that, by the grace of God, souls may be won to faith in Christ and membership in the church.
2. Constituency: The Diaconate shall consist of twelve (12) or more members. Deacons shall have been members of the Church for no less than 12 months. Candidates shall meet the standards set forth in I Timothy 3:8-13 and Titus 1:6-9. They shall be elected for a term of two (2) years, one half (1/2) of the Diaconate to be elected each year by the Congregation. Deacons may serve an unlimited number of terms.
3. Duties: In addition to the general responsibilities enumerated under Article VI, the Diaconate shall have the following responsibilities:
 - a. Selecting a Chair and such other officers as it deems necessary
 - b. Provide spiritual leadership so that activities create fellowship and spiritual growth among the members
 - c. Work to create harmony among the membership
 - d. Maintain contact to know and care for needs of the members through a system of districts based on the required number of Deacons
 - e. Assist the Minister in administering the ordinances
 - f. Assist the Minister in other special functions of the Church including, funerals, funeral dinners, showers, and other special events
 - g. Deal with matters of discipline (*see Article X*)
 - h. Address and seek to resolve all issues and conflicts that arise in the Church
 - i. Direct relief work through the administration of the Fellowship Fund.
 - j. Supervise and promote attendance for Sunday worship services, the mid-week prayer meeting, and provide ushers as needed
 - k. Provide for the supply of the pulpit in the absence or resignation of the Minister.

- l. Be responsible for activating a pulpit committee when needed (*see Article VI, Section 12*).
- m. Recommend appropriate actions regarding all membership activities of the Ministry .
- n. Meet with all candidates for membership prior to their names being presented to the church.
- o. Hear each candidate's testimony of Christian experience.
- p. Present to candidates a description of the various ministries and programs of the church.
- q. Present appropriate membership recommendations to the church for consideration.
- r. Become acquainted with all new members and learn of their previous experience in service to the Lord.
- s. Introduce new members to their assigned Deacons.
- t. Assist new members in becoming active, growing members of the church family.
- u. Serve as a welcoming committee to assist new members in becoming acquainted with other members.
- v. Make a membership report at each business meeting.
- w. Provide “watch-care” for seminarians and candidates for ordination
- x. Appoint a Pastoral Relations Committee to foster constructive communication between the congregation and its ministerial leadership, and give guidance and counseling as appropriate. The committee shall consist of five (5) members of the Church, who exhibit characteristics of trust, sensitivity, and caring within the church family, to be approved by the Congregation at its annual business meeting. The Pastoral Relations Committee shall have the following responsibilities:
 - i. Strengthen relationships between the Ordained Ministers and the congregation.
 - ii. Act as a channel regarding congregational reactions to the Ordained Minister’s leadership and for the Ordained Minister’s reactions to the congregation's responsiveness to their leadership.
 - iii. Counsel with the professional staff regarding their continuing education.
 - iv. Review the Ordained Ministers' compensation and make recommendations to the Trustees for the annual budget.
 - v. Support and encourage members who have committed themselves to professional Christian service.
 - vi. Furnish written reports quarterly to the church and verbal reports at other times as determined by the committee to be in the best interest of the church.
 - vii. Meet quarterly. Special meetings may be called by the chair, a minister, or at the request of any three (3) members.
4. Special Meetings: A special meeting may be called at any time by the Minister, the chair, or any three (3) members.
5. Deacon Emeritus: In recognition of long and faithful service, a member may be elected by vote of the church to the office of Deacon Emeritus to serve for life and may meet with the Diaconate if he/she so desires.

Section 2: The Ministry of the Trustees

1. Purpose. The Trustees shall be responsible for the oversight of all church property and assets, and responsible to the Ministry Council.
2. Constituency. The Trustees shall consist of nine (9) or more members. All candidates for Trustee shall have been members of the Church for no less than 24 months. They shall be elected for a term of three (3) years, one-third (1/3) of the Trustees to be elected each year by

- the Congregation. No Trustee shall be eligible for two (2) consecutive terms. Serving an unfulfilled term of 12 months or more, or serving as Treasurer in an ex officio capacity, shall be considered as to have served a full term.
3. Duties. In addition to the general responsibilities enumerated under Article VI, the Trustees shall have the following responsibilities:
 - a. Keep the church property insured and in good repair.
 - b. Report at the January business meeting an inventory of church property, its estimated value, and the amount of insurance carried.
 - c. Monitor cash flow of receipts and budget expenditures by the Council and ministries. The Council or ministries may approve the expenditure within their approved budget without prior approval of the Trustees. All expenditures exceeding the annual budget line item must have prior approval of the Trustees before incurring the expense. The Trustees shall only consider the amount of each request and not the purpose.
 - d. Provide a monthly budget report to the Council and to each Ministry to give them a clear understanding of where they are with respect to spending so that they may stay within their budget.
 6. Coordinate the legacy gift and memorial activities of the church
 7. Cultivate a spirit of stewardship within the church by coordinating the annual stewardship program in cooperation with the minister
 8. Refer to the Council new projects and equipment exceeding annual budget amount by \$5,000.00 or more.
 9. See that the custodians of funds are properly bonded.
 10. Appoint four (4) members as the finance committee with the following responsibilities:
 - a. Solicit budgetary proposals from the Council, Ministries, teams, committees and chartered organizations.
 - b. Prepare the annual budget proposal and present it in the following order:
 - i. to the Ministry Council at its October meeting
 - ii. as a report to the church at the third quarterly (October) business meeting.
 - iii. for adoption by the church at the fourth quarterly (December) business meeting.
 - c. In addition, the following shall be ex-officio members for the preparation of the annual budget proposal: all church officers, the chair of each ministry and chartered organization.
 11. Employ or designate an accountant knowledgeable in bookkeeping or accounting whose responsibilities shall include:
 - a. Establish a system of accounts in accordance with standard accounting procedures and maintain a set of financial records that reflect the status of the church's financial assets and liabilities.
 - b. Prepare monthly, quarterly, and annual reports on the financial condition of the church.
 - c. Prepare payrolls and reports as required.
 - d. Other duties as needed in cooperation with the clerical and ministerial staff, or as assigned by the Trustees.
 12. Employ, supervise, and recommend salaries for all clerical, custodial, music, and other paid staff as approved by the church.
 13. Employ or designate a stewardship secretary who shall have the following responsibilities:
 - a. Keep a record of all pledges made for the support of the church program at home and abroad, and furnish financial envelopes for the members.
 - b. Keep an accurate record of each contributor and the amount of all collections.

- c. Issue quarterly statements of contributions to all regular contributors to inform them of their status of giving.
 - d. Count all receipts and deposit the funds in the bank.
 - e. Record and acknowledge receipt of all memorial and special donations.
14. Employ or designate an assistant stewardship secretary who shall assist the stewardship secretary weekly in the joint counting and depositing of the receipts. In the absence of either the stewardship secretary or the assistant, the chair of the finance committee shall assist in the counting and depositing of the receipts.
 15. Be responsible for activating a building committee when needed.
 16. Meet once a month to conduct normal business.
 17. Post written minutes for all business meetings
 18. Special Meetings. A special meeting may be called at any time by the Minister, the chair, or any three (3) members.

Section 3: The Ministry of Missions

1. Purpose: Organize, administer, and supervise the missions program of the church, which may include both international and national ministries of the American Baptist Churches in the USA and local missions.
2. Constituency: The Ministry of Missions shall consist of four (4) or more persons approved by the Council for a term of two (2) years each. Members may serve an unlimited number of terms. The Ministry of Missions shall select a Chair and such other leadership as may be desired.
3. Duties: In addition to the general responsibilities enumerated under Article VI, The Ministry of Missions shall have the following responsibilities:
 - a. Promote congregational interest in, and giving to missions
 - b. Prepare and submit a proposed annual plan to the Council
 - c. Make recommendations regarding policies to the Council
 - d. Meet periodically with the Council to evaluate the effectiveness of the ministry
 - e. Prepare and submit a proposed annual budget to the Trustees.
 - f. Approve all financial expenditures within annual budget
 - g. Prepare and submit written requests for financial expenditures and projects beyond annual budget to Trustees
 - h. Provide annual written financial reports to the Trustees
 - i. Meet at least quarterly to conduct normal business
 - j. Post written minutes for all business meetings
4. Special Meetings. A special meeting may be called at any time by the Minister, the chair, or any three (3) members.

Section 4: The Ministry of Family Life

1. Purpose: Organize, administer, and supervise the Fellowship and Family Life programming of the Church.
2. Constituency: The Ministry shall consist of four (4) or more persons approved by the Council for a term of two (2) years each. The Ministry of Family Life shall select a Chair and such other leadership as may be desired.
3. Duties: In addition to the general responsibilities enumerated under Article VI, the Ministry of Fellowship and Family Life shall have the following responsibilities:

- a. Promote Christian fellowship among the members of the Church through such programs as Adult Sunday School, Small Groups, “Choppers”, as well as other activities and social events
 - b. Prepare and submit a proposed annual ministry plan to the Ministry Council
 - c. Make recommendations regarding policies to the Ministry Council
 - d. Meet periodically with the Council to evaluate the effectiveness of the ministry
 - e. Prepare and submit a proposed annual budget to the Trustees
 - f. Approve all financial expenditures within annual budget
 - g. Prepare and submit written requests for financial expenditures and projects beyond annual budget to Trustees
 - h. Provide annual written financial reports to the Trustees
 - i. Meet at least quarterly to conduct normal business
 - j. Post written minutes for all business meetings
4. Special Meetings. A special meeting may be called at any time by the Minister, the chair, or any three (3) members.

Section 5: The Ministry of Children

1. Purpose: Organize, administer, and supervise the Children’s programming of the Church from birth through grade six.
2. Constituency: The Ministry shall consist of four (4) or more persons approved by the Council for a term of two (2) years each. Members may serve an unlimited number of terms. The Ministry of Children shall select a Chair and such other leadership as may be desired.
3. Duties: In addition to the general responsibilities enumerated under Article VI, the Ministry of Children shall have the following responsibilities:
 - a. Promote Christian Education, growth and development of the children of the church and the community through Sunday School, Nursery, and other programming such as Vacation Bible School, AWANAs, camps, and any other activities and events for children and their families.
 - b. Prepare and submit a proposed annual plan to the Council
 - c. Make recommendations regarding policies to the Council
 - d. Meet periodically with the Council to evaluate the effectiveness of the ministry
 - e. Prepare and submit a proposed annual budget to the Trustees.
 - f. Approve all financial expenditures within annual budget
 - g. Prepare and submit written requests for financial expenditures and projects beyond annual budget to Trustees
 - h. Provide annual written financial reports to the Trustees
 - i. Meet at least quarterly to conduct normal business
 - j. Post written minutes for all business meetings
4. Special Meetings. A special meeting may be called at any time by the Minister, the chair, or any three (3) members.

Section 6: The Ministry of Youth

1. Purpose: Organize, administer, and supervise the youth programming of the Church from grade seven through twelve.
2. Constituency: The Ministry of Youth shall consist of four (4) or more persons approved by the Council for a term of two (2) years each. Members may serve an unlimited number of terms. The Ministry of Youth shall select a Chair and such other leadership as may be desired.

3. Duties. In addition to the general responsibilities enumerated under Article VI, the Ministry of Youth shall have the following responsibilities:
 - a. Promote Christian education, growth, and leadership development of the youth of the church and the community through Sunday School, , and other programming such as CBC Youth Group, camps, trips, work missions, and any other activities and events for youth and their families.
 - b. Prepare and submit a proposed annual ministry plan to the Ministry Council
 - c. Make recommendations regarding policies to the Ministry Council
 - d. Meet periodically with the Council to evaluate the effectiveness of the ministry
 - e. Prepare and submit a proposed annual budget to the Trustees
 - f. Approve all financial expenditures within the annual budget
 - g. Prepare and submit written requests for financial expenditures and projects beyond annual budget to the Trustees
 - h. Provide annual written financial reports to the Trustees
 - i. Meet at least quarterly to conduct normal business
 - j. Post written minutes for all business meetings
4. Special Meetings. A special meeting may be called at any time by the Minister, the chair, or any three (3) members.

Section 7: The Ministry of Worship

1. Purpose: Organize, administer, and supervise the Worship activities and programming of the Church.
2. Constituency: The Ministry of Worship shall consist of four (4) or more persons approved by the Council for a term of two (2) years each. Members may serve an unlimited number of terms. The Ministry of Worship shall select a Chair and such other leadership as may be desired.
3. Duties: In addition to the general responsibilities enumerated under Article VI, the Ministry of Worship shall have the following responsibilities:
 - a. Promote and improve the Worship Experience and activities of the church in such areas as music, choirs, praise team, decorating, operation of audio/visual equipment, and special programs and speakers
 - b. Prepare and submit a proposed annual ministry plan to the Ministry Council
 - c. Make recommendations regarding policies to the Ministry Council
 - d. Meet periodically with the Council to evaluate the effectiveness of the ministry
 - e. Prepare and submit a proposed annual budget to the Trustees
 - f. Approve all financial expenditures within the annual budget
 - g. Prepare and submit written requests for financial expenditures and projects beyond annual budget to the Trustees
 - h. Provide annual written financial reports to the Trustees
 - i. Meet at least quarterly to conduct normal business
 - j. Post written minutes for all business meetings
4. Special Meetings. A special meeting may be called at any time by the Minister, the chair, or any three (3) members.

Article VII: Ministry Teams

Section 1: Ministry Teams

1. Purpose. Consistent with the Church's purpose and mission statement, there shall be Ministry Teams formed to focus on specific needs, people groups and movements of the Holy Spirit in the Church. Ministry Teams may include but not be limited to:
 - a. Evangelism
 - b. Men
 - c. Women
 - d. Small Groups
 - e. Social Concerns
 - f. Sports
 - g. Transportation
2. All Teams are responsible to a Permanent Ministry.
3. Constituency: A Team shall consist of two (2) or more persons approved by the Council for as long as the Council desires. Each Team shall select leadership as may be desired.
4. Duties. All Teams are responsible to an appropriate Permanent Ministry of the Church, as assigned by the Council. The Permanent Ministry overseeing each Team may assign specific duties such as periodic reporting, budget requests, etc., to the Team as it sees fit.

Article VIII: Ad Hoc Committees

Ad Hoc Committees and their membership may be established by the Ministry Council. Ad Hoc Committees usually serve for a short duration and have a singular responsibility. The task they are to perform shall be clearly defined. Members shall serve until their assigned task is completed. Ad Hoc Committees are directly responsible to the Ministry Council.

Section 1: The Building Committee

1. Purpose: Coordinate any major building expansion efforts of the church
2. Constituency: The committee shall consist of nine (9) or more members nominated by the Trustees and elected by the church. A Trustee and a Council Member shall be ex-officio members. Members shall serve until the proposed building expansion is completed, at which time they shall be dismissed by vote of the church. Normal maintenance and improvements to existing church-owned facilities shall be the responsibility of the Trustees and shall not require the formation of this committee
3. Duties: The committee shall receive duties specified by the church at the time the committee is elected

Section 2: The Pulpit Committee

1. Purpose: Seek qualified ministerial leadership for the church.
2. Constituency: The committee shall consist of nine (9) or more members appointed by the Council and approved by the Congregation representative of the membership of the congregation. A Deacon and a Council Member shall be ex-officio members.
3. Organization: The Diaconate, upon determination of the need to secure ministerial leadership for the church, shall without delay nominate a pulpit committee and present their nominations to the Council for election (see Article V). Upon election, the chair of the Diaconate shall convene the committee to organize the members and to outline the charge for which they are elected. The committee shall continue to function until they have fulfilled the charge given to them at which time they shall be dismissed by vote of the church.
4. Duties: The committee shall have the following responsibilities:
 - a. Be guided in its work by the published recommendations of the American Baptist Churches in the USA.
 - b. Provide the qualifications and background of the candidate to the Council for their consideration. After such consideration the candidate may be presented to the church.
 - c. Schedule a special business meeting for the purpose of extending a call to the candidate. An announcement shall be made at all meetings during the two (2) weeks prior to the scheduled business meeting. A call will be extended to the candidate upon a two-thirds (2/3) affirmative vote by ballot of those members present and voting (see Article I).

Article IX: Discipline

Difficulties between members, un-Christian conduct, or gross immorality, when brought to the attention of the Diaconate, shall be dealt with according to our Master's instruction in Matthew 18:15-22.

Article X: Charitable Intent and Dissolution

Section 1: Charitable Intent

The Church is a general not-for-profit Illinois Corporation (E9988-5492-06) organized and operated exclusively for religious purposes. Notwithstanding any other provision of these articles, this church shall not conduct or carry on any activities not permitted to an organization exempt under the Internal Revenue Code of 1954 and its Regulations as they now exist, or as they may hereafter be amended, or by an organization, contributions to which are deductible under such Code and Regulations as they now exist or as they may hereafter be amended.

Section 2: Nonpartisan Activities

No substantial part of the activities of this church shall be the attempt to influence legislation, and this church shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 3: Distribution of Assets

No part of the net earnings of the Church shall inure to be the benefit of any member, Trustee, officer of the church, or any private individual (except reasonable compensation may be paid for service rendered), and no member, Trustee, officer of the church or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the church.

Section 4: Dissolution

Upon dissolution of this church, the assets remaining after the payment of all liabilities shall be distributed to the American Baptist Churches of the Great Rivers Region, or its successor, or other religious or charitable organizations recognized as exempt under the provisions of Section 501(c)3 of the Internal Revenue Code of 1954 and its Regulations as they now exist or as they may hereafter be amended.

Section 5: Organic Division

In the event of organic division of the church membership, the church property and all assets shall belong to those members of this church who continue to abide by the constitution and bylaws of this church and its original intent of fellowship with the American Baptist Churches USA through the American Baptist Churches of the Great Rivers Region.

Article XII: Government

Section 1: Parliamentary Procedure

Business meetings of the church shall be conducted in accordance with "Robert's Rules of Order." All business activities shall be governed by and with the consent of the membership in accordance with the church's constitution and these bylaws.

Section 2: Voting Privilege

All active **voting** members (*see Article I, Section 2*) shall be entitled to vote at business meetings with the following exceptions: members under fifteen (15) years of age shall not vote on the call or dismissal of a minister, legal, financial, or disciplinary matters.

Section 3: Voting Procedure

Matters brought before the church for final approval that are ordinarily handled by the Ministry Council may not be voted upon until the church has first heard from **the Ministry Council**.

Section 4: Ex-officio Members of the Council, Ministries and Committees

Ex-officio (*by virtue of position*) members of boards and committees shall have full voting privileges of that board or committee unless specifically stated otherwise in these bylaws.

Section 5: Organization

Following the annual election, each **Ministry** shall elect a leader and organize to carry out its purpose in the manner deemed most effective by its members.

Section 6: Quorum

1. Business Meetings. A quorum for proceeding with business meetings shall be fifteen percent (15%) of Active Voting Members. (*see Article I, Section 2*)
2. Calling or Dismissing a Minister. A quorum for proceeding with a business meeting for the purpose of calling or dismissing a minister shall be twenty percent (20%) of the active members. (*see Article I, Section 2*)
3. Ministry: A quorum for all ministries shall be fifty percent (50%) of the membership of the Ministry or committee. If there are vacancies, a quorum shall consist of fifty percent (50%) of those currently serving.

Section 7: Denominational Meetings

The church shall elect informed delegates each year as representatives to the scheduled denominational meetings in accordance with the number allotted the church. The delegates shall be elected at the business meeting prior to the scheduled denominational meeting.

Section 8: Chartered Organizations

Church sponsored organizations such as Boy Scouts, Girl Scouts, etc. shall have a representative elected by the church to be a liaison between the chartering organization and the church. The representative shall work with the group and report quarterly during Business meetings.

Section 9: Nominations

At all elections further nominations may be made from the floor. Election of the nominating committee and the pulpit committee shall be exempt from floor nominations.

Section 10: Absentee Voting

Absentee ballots, including electronic ballots, are not permitted for matters requiring congregational action. Written ballots clearly identifying the matter to be voted on shall be made available at the time the matter is presented to the congregation.

Section 11: Fiscal Year

The fiscal year is defined as being the same as a calendar year, i.e. January 1 – December 31. Except as otherwise designated, terms of service, as well as, Church officers, coincide with the fiscal year.

Section 12: Amendments

These bylaws may be amended at any business meeting on the recommendation of the advisory council. Notice of the nature of the proposed amendment and the designated time of the meeting must be submitted to the church at the regular worship service on two (2) consecutive Sunday mornings immediately preceding such a business meeting. A three-fourths ($3/4$) majority affirmative vote of active members (*see Article II, Section 1*) present is required for approval of a proposed amendment