

# **First Baptist Church**

Olds, Alberta

## **Constitution**

**&**

## **Bylaws**



# First Baptist Church

Olds, Alberta

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## **Covenant**

We, the members of First Baptist Church, Olds, Alberta, having been led by the Spirit of God to receive the Lord Jesus Christ as our Saviour by faith, and having been baptized in the name of the Father, Son, and Holy Spirit, do now sincerely and solemnly covenant before God and with one another, to seek, by the aid of the Holy Spirit to:

- be obedient children of our Heavenly Father;
- rejoice in our salvation and Christian life;
- give thanks to God for every blessing seen and unseen;
- hold fast to the practice of prayer;
- cultivate a life of sincere faith;
- fill our thoughts with all that is true, noble, just, pure, lovable, and gracious;
- practice personal and family devotions at home, and to train our children and those under our care in the understanding of divine precepts and the desire to follow good example;
- walk circumspectly and in Christian love, in relationship with our fellow men, abstaining from malicious gossip, smoldering anger, strife, and the urge to render evil for evil;
- be courteous and kind, and to esteem the brethren and our fellow men, sympathizing with them in afflictions and rejoicing in their achievements and victories;
- strive for genuine humility, for an honest endeavor to reconcile and to be reconciled, and for Christian unity of mind and purpose.

As members of the body of Christ and under His Lordship, to devote our thoughts, will and energy to build and advance the Church; sustain worship, ordinances, discipline, and doctrine; contribute generously and cheerfully to the maintenance and advancement of the Church; promote evangelism and manifest an active interest in the program of missionary endeavor.

These things we covenant with God and with one another, to seek to do, accepting in trust and confidence, the promise "that he who began a good work in you will carry it on to completion until the day of Christ Jesus ." (Php 1:6)

## **Statement of Faith**

Basing our faith wholly on the Lord Jesus Christ for our salvation, believing in the teaching of the Word of God, and in those great distinctive principles set forth herein, namely, we believe in:

- The pre-eminence of Christ as our divine Lord and Saviour and in His personal return.
- The divine inspiration of the Bible, accepting in their entirety the writings of the Old and New Testaments in their original manuscripts, as the very Word of God; and therefore all-sufficient as the ultimate authority for Christian faith and practice.
- One God, and only one, who is self-existent, eternal, and infinite in every excellence, and who has revealed Himself in the Trinity as Father, Son, and Holy Spirit, the same in essence though distinct in personality.
- Receiving salvation by grace, that it is the free gift of God, through the death and resurrection of Christ, not by any virtue of works of man, but received only by personal faith in Jesus Christ.
- The right of private interpretation and the competency of the individual soul in direct approach to God.
- The absolute separation of Church and State.
- A regenerate church membership.
- The two scriptural ordinances of baptism in the name of the Father, Son and Holy Spirit, by believer's baptism only, which we practice by immersion, and the Lord's Supper as a memorial communion for the redeemed.
- The complete independence of the local church and its inter-dependence in associated fellowship with other Baptist churches.
- The personality of Satan as the enemy of God and adversary of man.
- The spiritual unity of all believers, for which the Master so earnestly prayed.
- A world-wide program of missionary fervor and evangelism in obedience to the final command of Jesus.

We therefore band ourselves together as a body of believers in Jesus Christ and adopt for our government, plan of worship and service, the following articles.

## **Constitution**

### **Article I - Name**

This organization shall be known as the First Baptist Church, Olds, Alberta.

### **Article II - Purpose**

The purpose of this Church shall be the advancement of the Kingdom of God. It shall seek to attain this end through the public worship of God, the preaching of the Gospel, consistent Christian living by its members, personal evangelism, missionary endeavor, and Christian education.

### **Article III - Denominational**

This church shall be affiliated with the Baptist Union of Western Canada through the Alberta Area, Canadian Baptist Ministries, and the Baptist World Alliance and shall seek to work in cooperation with all of God's people.

### **Article IV - Membership**

#### **Section 1 - Application for Membership**

Any person may be received into membership upon recommendation of the Board of Deacons and by vote of the Church.

1. Upon confession of faith in Jesus Christ as Saviour and Lord, and by believer's baptism, which we practice by immersion.
2. By letter of transfer of membership from some other church of like faith and order.
3. Upon statement of Christian experience if previously baptized by believer's baptism.
4. Notwithstanding the above if, due to physical disability, then by Christian experience only, upon unanimous approval of the Board of Deacons.
5. By restoration on giving satisfactory reasons for termination from membership and for re-instatement to membership.

#### **Section 2 - Termination of Membership**

All requests or need of dismissal or termination of membership shall be considered by the Pastor and Deacons who shall, after proper inquiry, make their recommendations to the Church for its approval.

There are five recognized means of termination of membership:

1. By letter to some other Baptist Church of like faith and practice.
2. By certificate to some other evangelical Church that is known to adhere to the Bible as its rule for faith and practice.
3. By exclusion from the membership because the member has been adjudged guilty of gross immoral or un-Christian conduct and shows no intent to repent, or because of disregard of covenant obligations.



4. By erasure from the membership list because the member persistently absents himself from the Church without valid reasons, or any inactive member who fails to report to the Church for a period of one year following notification of placement on the inactive membership list.
5. By written request from the member.

### **Section 3 - Status and Standards of Membership**

1. Active members shall include those who:
  - a. Participate and become regularly involved in the ministry of the church.
  - b. Contribute of one's time, talents and financial resources to the ministry of the Church on a regular and continuous basis.
  - c. Wholeheartedly support the Church in its endeavors, both at home and abroad according to the dictates of their conscience.
  - d. Believe in and support all of the principles and practices of the Church as set out in the Church constitution.
2. Inactive members shall include those who fail or neglect to communicate with the Church by lack of attendance or financial contribution. An inactive member may remain on the inactive list by corresponding yearly with the Church.
3. Active adherents shall include those who, though not members, support the church through their continuing attendance, interest, work and financial contributions.

### **Section 4 - Duties of Members**

1. The Church Covenant sets forth the obligations assumed by every member of the Church.
2. The Pastor(s), the Deacons and the Deaconesses shall have the general charge and supervision of the membership list.
3. Inactive members shall keep in contact with the Pastor(s) and/or the boards and shall furnish their addresses to the same. Where the address of the inactive member is known, it is the responsibility of the Deacon's board to make contact before erasure.
4. Grievances between members shall follow the rule laid down by our Lord in Matthew 18:15-17. If all steps fail, the grievances shall be put in writing and shall be submitted to the Deacons for study and recommendation to the Church.
5. No member shall incur church debts without approval of the Church.

## **Article V - Financing**

1. The Church adopts the principle of free will tithes and offerings for the Lord's work, trusting Him to supply all its needs.
2. All matters involving the expenditure of funds must be in accordance with procedures approved by the Board of Management, and where deemed necessary, by the Church on recommendation through the Board of Management, before being undertaken.
3. The raising of funds by any church-related group or organization by any means other than a free will offering must be approved by the Church Boards before being undertaken.
4. The organization known as First Baptist Church, Olds, Alberta shall be carried on without purpose or gain for its members. Any profits or other gains through the organization shall be used in promoting the purpose and objectives of First Baptist Church, Olds, Alberta.

## **Article VI - Amendments to the Constitution**

Any changes in this Constitution shall require thirty days notice to the church membership and shall be posted on the bulletin board. A meeting shall then be called to discuss the proposed changes. A quorum of fifty percent of the active membership must be present at this meeting. An affirmative vote of three-quarters of this quorum shall be required for the adoption of the amendment(s). Voting will be done by secret ballot. Any member in good standing who is unable to be present may register his vote with the church clerk in advance of the meeting, such vote to be contained in a sealed envelope.

For First Baptist Church, Olds,

This \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

Chairman, Board of Deacons: \_\_\_\_\_

Chairman, Board of Management: \_\_\_\_\_

Treasurer: \_\_\_\_\_

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## **Bylaws**

### **Article I - General Organization and Church Business**

#### **Section 1 - Church Organization**

1. The church organization includes Members, Elected positions, Ex officio positions, Appointed positions and Paid staff.
2. All church organization positions and staff positions shall be posted for the information of the church body.
3. Each board and committee shall elect a chairperson.
4. Each elected person will have full responsibility and rights in the elected position
5. Appointed positions will be responsible to the body from which the appointment was made, but are not members of the appointing body, and do not have voting rights.
6. The church organization is illustrated by the organization chart in Appendix A.

#### **Section 2 - Business Year**

1. The church year shall end on the thirty-first day of December.

#### **Section 3 - Business Meetings**

1. Business meetings shall be conducted by the elected chairman or vice chairman, and minutes will be recorded by the church clerk.
2. The pastor(s), Board of Deacons, Board of Management, Board of Deaconesses, Treasurer, Church Clerk, Committee members and Appointees are expected to attend church business meetings. All active members and adherents are encouraged to attend business meetings.
3. The church membership should ensure that there is a quorum at every general business meeting. The quorum shall be one quarter of the active membership.
4. All normal business meetings shall be open to both members and active adherents. Members only, sixteen years of age or more, shall be eligible to vote.
5. Voting shall be done by upraised hand except when requested otherwise or stated otherwise in these bylaws.
6. Robert's Rules of Order shall be recognized as the authority for procedure and conduct of meetings.

7. **Regular Business Meetings** - The church shall hold one annual and at least three additional business meetings each year. The dates shall be set by the Pastor(s) and Boards, and notices shall be given on the two preceding Sundays.
8. **Annual Meeting** - The annual meeting shall be held within sixty days after the year end of the Church, at which time reports of the activities of the Church for the previous year, and the budget, shall be presented.
9. **Election of Officers for the coming Year** - The church may choose to present a new slate of officers at the regular business meeting prior to the annual meeting. Those newly elected shall take part in their respective boards, committees or appointments until the year end and shall assume full responsibility independently in the new year.
10. **Interim and Special Meetings** - These may be called by the Pastor(s), Board of Deacons, Board of Management, or as requested in writing by five members of the Church. Notices of same shall be on the two preceding Sundays.
11. **Crisis Meetings** - These may be called by the Pastor(s) or Board of Deacons with one public notification.
12. **Duties and Responsibilities** of the Church Membership at Business Meetings:
  - a. To be the final authority in all church matters. As such, it is the final decision making body.
  - b. To be responsible for promoting the general interests of the church.
  - c. To affirm, refer back for further study or deny any proposals brought forth by any of the boards, committees or individuals.
  - d. To approve suitable delegates to represent the Church at conventions or other special meetings as requested.
  - e. To receive at a meeting any person, sending a written request for a hearing, to the chairman of the Board of Deacons or the chairman of the Board of Management.

## **Article II - Pastor(s) and Pastoral Relations**

### **Section 1 - Qualifications and duties of a Pastor**

1. He shall be a believer in, and a preacher of, the basic doctrines embodied in the Holy Bible.
2. He shall minister to the needs of the church family through visitation.
3. He shall arrange for and conduct all public and regular services of worship at the Church.
4. He shall perform and administer the ordinances of the Gospel as set forth in the Statement of Faith.
5. He shall perform all other duties commonly incumbent upon this office.
6. When the church has a multiple pastoral staff the duties and responsibilities of pastoral ministry shall be divided according to the designations to which the pastors were called. Notwithstanding, it is recognized that usually some areas of ministry will overlap.
7. The Pastor shall be an ex officio member of all departments and committees.
8. He shall cooperate with the local organized work of Baptist and other evangelical churches.
9. Pastors and wives, where applicable, shall become members within three months of commencement of service.

### **Section 2 - Term of Service**

1. The Pastor shall be chosen for an indeterminate period, and in return for his services shall be given such remuneration as the Church may decide in agreement with him.
2. At least two months notice shall be given by either Pastor or Church, whenever either party wishes to dissolve the relationship, unless otherwise agreed by both parties.

### **Section 3 - Calling a Pastor**

1. Immediately after the resignation of the Pastor, and the acceptance of the resignation by the Church, the Church shall nominate a Pulpit Committee of five members, one of whom must be a Deacon.
2. The duty of the committee shall be :
  - a. To investigate the merit of every man under consideration in regard to his personal character, education, ministerial record, and preaching ability.
  - b. To determine his fitness for the pastorate of this church.
  - c. To recommend directly to the church a suitable candidate. Only one name may be brought to the floor at a time and voted upon, although more than one name may be available for presentation.
3. A vote by the Church on any candidate for Pastor recommended by the Pulpit Committee may be taken at any regular or special business meeting of the Church provided notice of the meeting and its purpose has been given from the pulpit for two Sundays prior to the meeting. If a three-quarters or more majority vote of members present is cast in favor of any pastoral candidate, he shall be called by the Church.

## **Article III - Worship and Growth**

Worship and growth shall be the responsibility of the Board of Deacons, Board of Deaconesses, Music Committee, Church Clerk, and Pastor(s).

### **Section 1 - Board of Deacons**

1. The Board of Deacons shall consist of at least four elected members. These shall be elected on a rotation basis. (Eg. 4 could be elected, 2 each year for a 2 year term, or 6 could be elected, 2 each year for a 3 year term.) However, a first time member shall serve the first year of his term, then must be re-elected in order to complete the balance of his term. After six consecutive years of service, they shall not be eligible for re-election to office for a period of one year. The members of this board must be church members.
2. Duties and Responsibilities
  - a. To work together with the Pastor(s) to be responsible with them for the spiritual welfare of the Church.
  - b. To be responsible to the Church through the business meetings.
  - c. To be responsible for the evangelistic outreach of the Church and its service in the community.
  - d. They will deal with private, confidential matters, with the Pastor(s), involving personal matters of the Church.
  - e. To be responsible with the Board of Deaconesses for interviewing persons requesting baptism and/or church membership.
  - f. To assist together with the Board of Deaconesses at baptismal services.
  - g. To serve at the observance of the Lord's Supper.
  - h. To decide upon the character of all meetings that are to be held within the church buildings or in the name of the Church.
  - i. To review the Membership Roll yearly or more often if necessary.
  - j. In the absence of the Pastor, assume responsibility for meetings in which he officiates when present.
  - k. To be responsible for pulpit supply.



3. Board of Deacons' Appointees

- a. Board of Deacons' Appointees should be appointed for areas of responsibility such as: Missions Coordinator, Camp Representative, Devotional Reading Coordinator, Boys' and Girls' Club Leaders, Junior Church Coordinator, Librarian, Baptist Publications, Baptist Men and Choir Director(s)
- b. The Board of Deacons' Appointees shall be responsible to the Board of Deacons. Preferably, they should be church members.
- c. The list of Appointees may be flexible and change from time to time according to the dynamics and growth of the church.
- d. Where appropriate, appointees should be chosen in consultation with the group they will represent.
- e. Appointees should attend the regular church business meetings.

## **Section 2 - Board of Deaconesses**

1. The Board of Deaconesses shall consist of at least four elected members. These shall be elected on a rotation basis. (Eg. 4 could be elected, 2 each year for a 2 year term, or 6 could be elected, 2 each year for a 3 year term.) After six consecutive years of service, they shall not be eligible for re-election to office for a period of one year. The members of this board must be church members.
2. Duties and Responsibilities
  - a. To assist the Pastor(s) and Board of Deacons in the spiritual work of the Church.
  - b. To be responsible to the Church through the business meetings.
  - c. To provide leadership in facilitating women's ministries.
  - d. To assist the Board of Deacons in interviewing persons requesting baptism and/or church membership.
  - e. To assist baptismal candidates as required.
  - f. To be responsible for the preparations for the Lord's Supper.
  - g. To visit and minister to the sick, bereaved, and elderly.
  - h. To be responsible for arranging for lunches following funerals.
3. Board of Deaconesses' Appointees
  - a. Board of Deaconesses' Appointees should be appointed for areas of responsibility such as: Tape Ministry, Billeting, Hospital Teas, Floral arrangements, Care of baptismal gowns, Newborn gifts and 50+ Anniversary gifts, Ladies Morning Out, Baptist Women, Meals on Wheels, and Prayer Chain.
  - b. The Board of Deaconess' Appointees shall be responsible to the Board of Deaconess.
  - c. The list of Appointees may be flexible and change from time to time according to the dynamics and growth of the church.
  - d. Where appropriate, appointees should be chosen in consultation with the group they will represent.
  - e. Appointees should attend the regular church business meetings.

### **Section 3 - Music Committee**

1. The Music Committee shall consist of at least four elected members. These shall be elected on a rotation basis. (Eg. 4 could be elected, 2 each year for a two year term; 6 could be elected, 2 each year for a three year term.) After six consecutive years of service, they shall not be eligible for re-election to office for a period of one year.
2. Duties and Responsibilities
  - a. To be responsible to the Board of Deacons.
  - b. Preferably, the chairman should be a church member. To be responsible to the church through the regular business meetings and attend the same.
  - c. To be responsible for all music of the church in cooperation with the Pastor.
  - d. To be in communication with choir directors.

### **Section 4 - Ushers Coordinators**

1. A coordinator and when necessary, a vice coordinator for ushers shall be elected annually.
2. Duties and Responsibilities
  - a. To be responsible to the Board of Deacons.
  - b. To establish, train and coordinate a group of ushers.
    - The ushers are to wait at sanctuary doors, and attend to the welcome and seating of all who desire to attend worship services and other occasions at the church.
    - The ushers will also have responsibilities such as distribution of bulletins and hymn books and collection of offerings.
  - c. To train and coordinate greeters.

### **Section 5 - Church Clerk**

1. Shall be elected annually and must be a church member.
2. Duties and Responsibilities
  - a. To be responsible to the Board of Deacons .
  - b. To act as secretary at all general business meetings of the Church and to keep minutes of such meetings.
  - c. To receive and dispatch all letters of transfer of church membership.
  - d. To provide denominational statistics as required.
  - e. To be custodian of the Church Membership Roll.
  - f. To attend to any church correspondence as necessary.

## **Article III, Section 6 – Missions Committee**

1. The Missions Committee shall consist of at least three persons, each elected for a two-year term. The Board of Deacons on the recommendation of the Missions Committee will fill vacancies between elections through appointment.
2. The chair of the Missions Committee shall be a member of First Baptist Church. While it is preferred that other members of the committee be members of First Baptist Church, it is not a requirement, but all members of the committee shall agree to support the First Baptist Church Statement of Faith.
3. Duties and Responsibilities:

Principally, the Missions Committee's responsibilities will be to:

- a. Educate and motivate the congregation to action in the field of world missions;
- b. Help develop and support candidates who carry out Christ's mission;
- c. Stimulate prayer concern for world evangelism and for our missionaries;
- d. Provide assistance for missionaries on furlough;
- e. Administer, evaluate and update the Missions Policy of First Baptist Church in cooperation with the Board of Deacons."

## **Article IV – Christian Education (C.E.)**

### **Section 1 - Christian Education (C.E.) Committee:**

The C.E. Committee shall consist of the Pastor of C.E./C.E. Executive Committee and the Co-ordinators of ministries including: Sunday School, Children's Clubs, Library, Children's Worship, Nursery and the Child & Worker Protection Policy. In the absence of a Pastor of C.E., this Committee will be led by a C.E. Executive Committee consisting of the C.E. Chairperson, the C.E. Leadership Training Co-ordinator and the C.E. Special Events Co-ordinator. All pastoral staff shall be considered ex-officio members. In the event there is no Pastor of C.E. or C.E. Executive Committee, the Board of Deacons or their appointee(s) will be responsible to lead this Committee.

### **Section 2 - Terms of Reference:**

The C.E. Committee shall coordinate all aspects of Christian education at First Baptist, Olds and shall be responsible to the Board of Deacons.

The Committee shall be responsible:

1. To establish and maintain the educational theology, philosophy, objectives, plans, policies and standards of C.E.
2. To establish guidelines for the selection of all C.E. curriculum
3. To establish guidelines for the creation of new C.E. Ministries
4. To promote and coordinate all C.E. ministries
5. To promote evangelistic outreach as key components of all C.E. Ministries
6. To ensure that a copy of all C.E. Committee minutes are sent to the Deacons Board
7. To co-ordinate the budgeting process of all C.E. ministry areas and present a joint C.E. budget to the Finance Committee
8. To ensure that the ministries of C.E. conform to the principles of the Child and Worker Protection Policy
9. To provide and retain accurate records of attendance and expenses
10. To choose a representative for the Nominating Committee

Ministry Co-ordinators will be elected by the congregation for one-year terms upon recommendation of the Nominating Committee. In addition, the congregation will elect a minimum of two (2) committee members to assist the Sunday School Co-ordinator (Section 9). All Ministry Co-ordinators shall hold to the Church Statement of Faith and preferably be church members.

### **Section 3 – Pastor of C.E. / C.E. Executive Committee:**

The Pastor of C.E./C.E. Executive Committee will give leadership and direction to C.E. ministries.

The Pastor of C.E./C.E. Executive Committee shall be responsible:

1. To provide oversight to C. E. Ministries
2. To assist Ministry Co-ordinators recruit teachers and workers for all Ministries
3. To assess and evaluate C.E. with Ministry Co-ordinators
4. To ensure that all workers are approved according to the Child & Worker Protection Policy
5. To oversee the C.E. budget preparation and presentation to the Board, as well as the ongoing budget administration for all Ministry areas

#### **Section 4 – Executive Committee Chairperson**

The Chairperson will be elected by the congregation and will serve as Chairperson of the C.E. Committee for a period of two years with the provision to serve up to two consecutive terms. The C.E. Chairperson shall be a member of First Baptist Church.

The C.E. Chairperson shall be responsible:

1. To call and chair regular meetings of both the C.E. Executive Committee and C.E. Committee
2. To ensure that the C.E. Committee and C.E. Executive Committee fulfill their mandates according to the C.E. Bylaw and Terms of Reference
3. To oversee the creation and development of C.E. policy and by-laws
4. To be the liaison between the Board of Deacons, the Board of Management and the C.E. Committee
5. To oversee the preparation and administration of the budget

#### **Section 5 – Executive Committee Leadership Training Co-ordinator:**

The C.E. Leadership Training Co-ordinator shall be responsible:

1. To provide leadership training to all C.E. workers by co-ordinating workshops and seminars
2. To provide educational training sessions outlined in the Child & Worker Protection Policy
3. To attend meetings of the C.E. Executive and C.E. Committee
4. To oversee the preparation and administration of the budget for this area of Ministry

#### **Section 6 – Executive Committee Special Events Co-ordinator:**

The Special Events Co-ordinator shall be responsible:

1. To give leadership in the development of special children's events and programs. For example, in the past such events have included Daily Vacation Bible School, Church Picnic, Town Parade, Christmas, Thanksgiving and Easter Events.
2. To ensure all events meet the criteria within the Child & Worker Protection Policy

3. To recruit, interview and appoint teachers and workers for special events and programs
4. To attend meetings of the C.E. Executive and C.E. Committee
5. To select, evaluate and acquire curriculum and resources for special events and programs
6. To oversee the preparation and administration of the budget for this area of Ministry

**Section 7 – Adult Sunday School Co-ordinator:**

In the absence of a Pastor of C.E., the Pastor of Adult Ministries will be responsible for the adult Sunday School classes.

The Adult Sunday School Co-ordinator shall be responsible:

1. To organize Adult Sunday School classes
2. To recruit, interview and appoint teachers and workers for the Adult Sunday School
3. To coordinate the use of classroom space and C.E. resources with the Sunday School Co-ordinator
4. To select, evaluate and acquire curriculum and resources within the Adult Sunday School
5. To oversee the preparation and administration of the budget for this area of Ministry
6. To attend the meetings of the C.E. Committee as necessary

**Section 8 – Associate Pastor (Youth) / Youth Ministry Co-ordinator:**

The Associate Pastor (Youth), or an adult youth Co-ordinator when there is no Associate Pastor (Youth), shall be responsible:

1. To attend the C.E. Committee meetings as necessary in order to provide a liaison between the youth ministry and the other C.E. ministries
2. To ensure that all workers are approved according to the Child & Worker Protection Policy

**Section 9 - Sunday School Co-ordinator:**

The Sunday School Co-ordinator, together with the other elected Sunday School Committee members, shall oversee the children and youth departments of the Sunday School.

The Sunday School Co-ordinator in co-operation with the Sunday School Committee, shall be responsible:

1. To organize and operate the Sunday School Department
2. To recruit, interview and appoint teachers, workers and the Sunday School Secretary-Treasurer
3. To call meetings of the Sunday School teachers and/or parents as necessary

4. To select, evaluate and acquire curriculum and resources for the Sunday School Ministry
5. To ensure that all workers are approved according to the Child & Worker Protection Policy
6. To attend the meetings of the C.E. Committee
7. To oversee the preparation and administration of the budget for this area of Ministry

**Section 10 - Children's Clubs Co-ordinator:**

Duties and responsibilities of the Children's Clubs Co-ordinator will encompass a mid-week children's club ministry.

The Children's Clubs Co-ordinator shall be responsible:

1. To organize and operate the Clubs ministry
2. To recruit, interview and appoint teachers and workers
3. To call meetings of Clubs workers and/or parents as necessary
4. To select, evaluate and acquire curriculum and resources for the Clubs programs
5. To ensure that all workers are approved according to the Child & Worker Protection Policy
6. To attend the meetings of the C.E. Committee
7. To oversee the preparation and administration of the budget for this area of Ministry

**Section 11 – Library Co-ordinator:**

The church librarian shall promote and organize reading material and media in the library.

The Library Co-ordinator shall be responsible:

1. To organize and operate the church library
2. To purchase and encourage the distribution of reading material and media
3. To select, evaluate and acquire reading material and media
4. To ensure that all workers are approved according to the Child & Worker Protection Policy
5. To ensure reading material and media are purchased as per Child & Worker Protection Policy requirements
6. To attend the meetings of the C.E. Committee as necessary
7. To oversee the preparation and administration of the budget for this area of Ministry



**Section 12 – Children’s Worship Co-ordinator:**

The Children’s Worship Co-ordinator shall promote and organize a Sunday Morning children’s program during the worship service(s). It may include a pre-school division and/or elementary school division as the need arises.

The Children’s Worship Co-ordinator shall be responsible:

1. To organize and operate Children’s Worship on Sunday mornings
2. To recruit, interview and appoint teachers and workers
3. To call meetings of Children’s Worship workers and/or parents as necessary
4. To select, evaluate and acquire curriculum and resources for the Children’s Worship ministry
5. To ensure that all workers are approved according to the Child & Worker Protection Policy
6. To attend the meetings of the C.E. Committee
7. To oversee the preparation and administration of the budget for this area of Ministry

**Section 13 – Nursery Co-ordinator:**

The Nursery Co-ordinator shall promote and organize a Sunday morning nursery program during the worship service(s).

The Nursery Co-ordinator shall be responsible:

1. To organize and operate the Nursery on Sunday mornings
2. To recruit, interview and appoint teachers and workers
3. To call meetings of nursery workers and/or parents as necessary
4. To select, evaluate and acquire curriculum and resources for the Nursery ministry
5. To ensure that all workers are approved according to the Child & Worker Protection Policy
6. To attend the meetings of the C.E. Committee
7. To oversee the preparation and administration of the budget for this area of Ministry

**Section 14 – Child & Worker Protection Policy Co-ordinator:**

The Child & Worker Protection Policy Co-ordinator shall be the Pastor of C.E or in the absence of a Pastor of C.E., the Associate Pastor (Youth). In the absence of an Associate Pastor (Youth), the Board of Deacons will be responsible to appoint a Co-ordinator.

The Child & Worker Protection Policy Co-ordinator shall be responsible:

1. To recruit and appoint Committee members
2. To call meetings of the Committee as necessary
3. To ensure the implementation of the Child & Worker Protection Policy
4. To evaluate and process applications of teachers and workers
5. To regularly update the list of 'approved workers' and supply a copy to the C.E. Committee
6. To attend the meetings of the C.E. Committee as necessary
7. To oversee the preparation and administration of the budget for this area of Ministry

## **Article V - Property, Finance and Fellowship**

Property, Finance and Fellowship shall be the responsibility of the Treasurer, Board of Management, Kitchen Committee and Social Committee.

### **Section 1 - Treasurer**

1. Shall be elected annually, and must be a church member.
2. Duties and Responsibilities
  - a. To be responsible to the Board of Management.
  - b. To be ex-officio member of the Board of Management with equal rights and privileges.
  - c. To carry out proper accounting procedures for all church funds received and disbursed.
  - d. To prepare quarterly and annual statements of receipts and disbursements and any other statements as may be required from time to time.
  - e. To be responsible for payment of approved church expenditures.
  - f. To issue Church offering envelopes.
  - g. To attend Church Business Meetings.

### **Section 2 - Assistant Treasurer(s)**

1. Shall be appointed annually by Board of Management and must be church members.
2. Duties and Responsibilities
  - a. To be responsible to the Treasurer and to the Board of Management.
  - b. To assist the Treasurer in assigned duties such as issuing cheques, preparing and depositing church offerings.

### **Section 3 - Board of Management**

1. The Board of Management shall consist of Treasurer and at least four other elected members. These shall be elected on a rotation basis. (Eg. 4 could be elected, 2 each year for a 2 year term or 6 could be elected, 2 each year for a 3 year term.) After six consecutive years of service, they shall not be eligible for re-election to office for a period of one year. It is preferable that one member be a woman. The members of this board must be church members.
2. Duties and Responsibilities
  - a. To be responsible to the Church through the business meetings.
  - b. To be responsible for all business and financial matters of the Church, and to ensure that proper accounting and banking procedures are carried out in the handling of all Church funds.
  - c. To prepare the annual budget for presentation at the annual meeting. The board should alert all groups affected by the budgeting process to submit their projected needs in advance of the budgeting meeting. The Board of Management shall invite the Board of Deacons to take part in the budgetary meeting.
  - d. To appoint tellers to count church offerings.
  - e. To appoint qualified auditors, outside the membership, each year to audit and certify the financial records of the Church.
  - f. Responsible for determining the salaries and engaging and entering into contracts with the Church personnel on approval by the Church.
  - g. To deal with personnel matters that relate to the business and financial aspect of the Church.
  - h. Unbudgeted expenditures of over \$500.00 to be approved by the Church.
  - i. No main budget group shall be overspent by more than 10% without church approval.
  - j. Responsible for organizing the janitorial services of the Church.
  - k. Shall be responsible to see that the Church properties, furniture, fixtures and equipment are kept in good general repair.
  - l. Shall be responsible for the use of church property.

## **Section 4 - Kitchen Committee**

1. The Kitchen Committee shall consist of at least four elected members. These shall be elected on a rotation basis. (Eg. 4 could be elected, 2 each year for a 2 year term; 6 could be elected 3 each year for a 2 year term.)
2. Duties and Responsibilities
  - a. To be responsible to the Board of Management.
  - b. To be responsible for organizing the congregation for kitchen duties.
  - c. To be responsible for kitchen supplies and facilities.

## **Section 5 - Social Committee**

1. The Social Committee shall consist of at least four members elected annually, not necessarily couples, serving for a maximum of three consecutive years. May be church member or active adherent.
2. Duties and Responsibilities
  - a. To be responsible to the Board of Management.
  - b. Responsible for planning welcomes, farewells, wedding showers, special anniversaries, and other special gatherings.
  - c. To be responsible for the purchase of farewell gifts subject to the approval of the Board of Management.

## **Article VI - Nominating Committee**

1. The Nominating Committee shall consist of six members. Four members shall be appointed, one from each of Board of Deacons, Board of Deaconesses, Board of Management and Sunday School. Two members shall be elected at large. These must be church members. The Deacon appointee shall call the first meeting.
2. Duties and Responsibilities
  - a. To be responsible to Church Membership.
  - b. To prepare and present to the church, at least two Sundays prior to the annual election a list of nominees. Every effort will be made to fill all offices, boards and committees for the ensuing year, with the exception of those appointed directly by other boards or committees. If at all possible, multiple names will be submitted as nominees for all offices, boards and committees.
  - c. To include in the nominating slate a chairman and vice-chairman for the business meetings.
  - d. When necessary, and subject to church approval, to obtain nominees as replacements to complete the unexpired term for any elective position becoming vacant during the year.
  - e. To assist at church business meetings by distributing and tabulating ballots when ballots are deemed necessary.

## **Article VII - Other Committees**

Other committees may be established from time to time as needs arise, subject to approval by the Church at general business meetings.

## Article VIII - Amendments to the Bylaws

1. Amendments to these bylaws may be proposed through formal motion at any regular business meeting, but may not be acted upon for two weeks.
2. During the two week interval, notice of the proposed amendment(s) shall be posted on the Church bulletin board and the announcements of the meeting to vote upon the amendments shall be made in the church bulletin at least two Sundays prior to the meeting.
3. An affirmative vote by three-quarters of the members present at the meeting shall be required for adoption of the amendment.
4. Any member in good standing who is unable to be present may register his vote with the Church Clerk in advance of the meeting, such vote being in a sealed envelope.

For First Baptist Church, Olds,

This \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

Chairman, Business Meetings \_\_\_\_\_

Chairman, Board of Deacons: \_\_\_\_\_

Chairman, Board of Management: \_\_\_\_\_

Treasurer: \_\_\_\_\_