

# **WBC MINISTRY POLICY AND PROCEDURES MANUAL**

**This manual is a compilation of policies and procedures of the Williamstown Baptist Church and may be amended by a majority vote of the members present at a regular or special called business meeting.**

## **ARTICLE I**

Regular business meetings shall be held on Sunday following the first Wednesday of each month, except as voted by the membership for special occasions. The Pastor, and/or Deacons or the Moderator may call the church into a special business meeting at any time.

## **ARTICLE II**

### **A. Sunday School**

There shall be a Sunday School divided into departments and classes for all ages conducted each Lord's Day morning for all people for the study of God's Word, under the leadership of the Sunday School Director who shall be a regular officer of the church.

The tasks of Sunday School are: (1) Teach the Word of God; (2) Lead in reaching all prospects for the church; (3) Lead all members to worship, witness, learn and minister daily; (4) Provide and interpret information regarding the work of the church and denomination.

### **B. Church Music**

There shall be a Church Music Program under the direction of the Music Director who shall be a regular officer of the church.

The tasks of the Music Program are: (1) Teach music and hymnody; (2) Provide music and musicians for the congregational singing during worship and other organizational meetings; (3) Lead persons to participate in hymn singing; (4) Train persons to lead, sing, and play music; (5) Provide organization and leadership for special projects of the church; (6) Provide and interpret information regarding the work of the church and denomination.

### **C. Church Media Library**

There shall be a Church Media Library under the direction of a Media Library Director who shall be a regular officer of the church.

## **ARTICLE III**

Staff, Officers, and Committees

### **Section 1:**

#### **A. Ministerial Staff**

## **1. PASTOR**

The pastor serves under the guidance of the Holy Spirit and is ultimately accountable to the church body (congregation). He shares accountability with and directly receives support and counsel from the deacon body that serves the congregation. The pastor is an ex-officio member of all church committees, teams, and councils and is the leader and overseer of any official Church Council that may meet for guidance and ministerial oversight.

### **Selection Process**

The Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's notice has been given. A pastor-search committee consisting of seven members shall be nominated by the deacons and approved by the church to seek out a suitable pastor. Its recommendation shall constitute a nomination. The committee shall bring to the church for consideration only one name at a time. Election shall be by secret ballot, two-thirds vote of those present being necessary for a call to be extended. The Pastor, thus called shall serve until the relationship is terminated by his request or by the church's request. At least a two-week notice shall be given before resignation or termination of his responsibilities as pastor.

The Pastor and Deacons shall recommend to the church all personnel for special meetings such as revivals and conferences.

(Additional information related to ministerial staff, role and responsibilities can be found in the Personnel Policies and Procedures Manual)

## **2. OTHER MINISTERIAL STAFF**

Other ministerial position shall be established at the discretion of the church as the need arises and shall serve with and under the direction of the pastor. These ministers shall be presented to the church by a committee consisting of the senior pastor and four church members NOMINATED BY THE DEACONS and approved by the church in business meeting. It requires a two-thirds vote of those present to call such an individual. The vote shall be a secret ballot. Individual job descriptions for these positions shall be developed and approved by the church.

(Additional information related to the Pastor's job description, role and responsibilities can be found in the Personnel Policies and Procedures Manual)

## **B. Church Officers**

### **MODERATOR**

The moderator shall be elected annually for the purpose of conducting the business meetings of the church and appointing such committees as directed by the church or as listed in these by laws. In the absence of the moderator, the assistant moderator shall preside; or in the absence of both, the church clerk shall call the church to order and a moderator pro tem from the membership of the church shall be elected.

### **ASSISTANT MODERATOR**

The assistant moderator shall be elected yearly by the church and shall fulfill the duties of the moderator in the absence of the moderator.

### **CLERK**

The church clerk shall be elected annually. The clerk shall keep the minutes of all business meetings of the church. The clerk is responsible for keeping a register of the names of the members, with dates of admission, dismissal, or death, together with a record of baptisms. The clerk shall write letters of recommendation approved by the church, preserve on file all correspondence and official written reports, and give notice of all meetings as required by these bylaws. All church records and reports kept by the church clerk are church property.

### **TREASURER AND ASSISTANT TREASURER**

The church treasurer and an assistant treasurer shall be elected annually. These individuals shall be deacons of this church. It shall be the duty of the treasurer to record, keep solely, and pay vouchers approved by the finance committee. An itemized account of all receipts and disbursements shall be kept at all times. Payment of bills for local work and expenses shall be made promptly by check; funds received for denominational or other causes shall be remitted at least monthly by check. It shall be the duty of the treasurer to render to the church at each monthly business meeting an itemized report of receipts and disbursements for the preceding month. A copy shall be delivered to the church clerk, moderator, and pastor with a copy put on permanent file in the church office. All books, records, and accounts kept by the treasurer shall be considered the property of the church. The books shall be opened to inspection at all times by any member of the church.

### **MUSIC DIRECTOR**

The music director and the choir directors shall be elected by the church annually. The music director shall give general oversight and direction to the music ministry of the church. The music director shall be charged with the responsibility of providing worship music for all services and departments of the church unless otherwise provided. He/she is to coordinate the work of the sanctuary choir and the children's choir with the choir directors for the age levels. He/she is to cooperate with the Pastor and other leaders in the selection of suitable music and the devising of appropriate musical programs for all occasions where such services are needed.

### **YOUTH DIRECTOR**

In the absence of a youth pastor a church member shall be nominated by the nominating committee and elected by the church to serve as Youth Director and given the responsibility for developing and implementing a program to:

- Address the spiritual needs of our youth
  - Provide recreation and fellowship in a Christian context
  - Direct the spiritual development of our youth with the ultimate goal of helping them develop into mature Christians and active adult church members.

### **SUNDAY SCHOOL DIRECTOR**

The Sunday School director shall be nominated by the nominating committee and elected by the church and shall have the oversight of the entire school and shall administer it with aid of the Pastor, preschool director, children's director, youth director, adult director, general officers, and teachers. The term of office shall be one year.

### **VIDEO AND TV DIRECTOR**

The Video and TV director shall be nominated by the nominating committee and elected by the church and shall be given the responsibility for developing and implementing a program to:

- Enlist and train volunteers to assist in this ministry
- Record appropriate church services on videotape
- Telecast this material on local public access channel
- Maintain a videotape library

### **MEDIA LIBRARY DIRECTOR**

The Media Library director shall be nominated by the nominating committee and elected by the church and shall be given the responsibility of collecting materials that are useful to the general education program of the church. The term of office shall be one year.

## **C. Church Committees**

### **TERMS OF OFFICE**

- The Pastor shall serve indefinitely at the will of the church.
- Church officers shall be recommended by the Nominating Committee to the church annually and shall assume responsibilities July 1st except when otherwise provided.
- All officers elected by the church shall notify the church thirty days in advance when desiring to offer their resignation (except the pastor, as stated in Article III, Section 1. Paragraph 2)
- All church committee members shall be recommended by the nominating committee and elected by the church unless otherwise indicated in these bylaws. The pattern of church committee operation of all church activities is based on four principles:

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#### **1. Membership Authority and Control**

The governing body of the church is the membership. All committees are elected by the church and are accountable to the membership for proper functioning and efficient operation.

#### **2. Diversification:**

Committees are organized so that there is not a proliferation of committees. Each committee has a clearly defined role and all necessary operational functions of the church are assigned.

#### **3. Participation:**

We believe that the more persons enlisted, the greater their interest and contribution of time and talent. By enlisting people in areas where they have specific abilities, we are benefiting from their enthusiasm and dedication.

4. Balance and Responsibilities:

Persons and committees designated by the church to perform certain functions are held accountable by the church for producing results.

Committee members are given the authority and freedom within their area of work to act according to their best judgement.

#### **TRUSTEE COMMITTEE**

The Trustee Committee shall consist of four members. They shall be nominated by the Nominating Committee and elected by the church for a term of four (4) years. Since they have been elected to staggered terms, at the end of each year the senior member shall rotate off and a new member elected.

The trustees shall be the legal representatives of the church; shall be in charge of the upkeep, repair, and maintenance of the church property and buildings; shall see that all church property is adequately insured; shall elect their own chair who shall be a regular officer of the church. Trustees shall be nominated by the nominating committee and elected by the church.

#### **CHURCH COUNCIL**

The primary function of the church council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the congregation the use of leadership-calendar time and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.

The council, unless otherwise determined by vote of the church, shall have as regular members: Pastor, Chairman of the Deacons, Music Director, Sunday School Director, and Youth Director. Committee chairs and church elected officers shall serve as ex officio members. The pastor shall serve as chair of the council. All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval.

#### **NOMINATING COMMITTEE**

##### **DUTIES:**

- To nominate to the church in business session persons to fill officer and teacher positions of the church.
- To study and recommend additional positions or the deletion of certain positions within the church.
- To nominate to the church in business session persons to fill standing committee positions of the church. Persons nominated will be based on consultations of the committee with the pastor and moderator. All special committees except those assigned to the deacon body will be appointed by the moderator.

(Standing Committee: A committee which works on a year round basis, i.e. Bus Committee, Personnel Committee, etc. Special Committee: A committee appointed to meet a temporary need, i.e. Pastor Appreciation Day Committee, etc.)

- To study and recommend to the church in business session additional committees or the deletion of certain committees of the church.

(The above in no way prohibits nominations from the floor for any position of the church, or the recommendation by any other church members to create or delete a position or committee.)

- All work of the committee must be acted upon by the church before it becomes effective.
- The committee shall nominate organizational leaders as soon as possible, i.e. Sunday School Director, Music Director, and Youth Director. These then assist the nominating committee in the selection of workers for their organizations in an advisory capacity.
- Adult Sunday school classes may recommend their teachers and assistant teachers to the committee. These will in turn be presented to the church by the committee.
- An ongoing task of the committee is to discover new talent and seek to use it where needed through the nominating process.
- The committee is to nominate persons to fill vacant positions that may occur during the church year.

#### **TERM OF SERVICE:**

The committee is to be made up of three (3) church members each serving a three- (3) year term. Since they have been elected to staggered terms, at the end of each year the senior member shall rotate off and a new member elected. The chair of this committee shall be the senior member. In this way there will always be experience on the committee and it will be able to accomplish its tasks with greater speed and efficiency. The chair shall be elected by the committee. New members of this committee shall be nominated by the current committee and presented to the church for election.

#### **FINANCE COMMITTEE (5 Members)**

The Deacon Body shall recommend the following to the Nominating Committee:

- a. The Finance Committee shall consist of 5 members, a majority of which shall be active deacons of the church.
- b. The Deacon Body shall recommend to the Nominating Committee the church treasurer and assistant treasurer from the members of the Finance Committee, both of whom shall be deacons of the church.
- c. The members of the Finance Committee shall be elected annually by the church.

The Finance Committee shall prepare a budget and present it to the deacons and the church council for review. The reviewed budget shall then be presented to the church for approval.

All purchases for the various departments, pastor's needs, secretary's needs, and prospective expenditures of all committees shall be channeled through their respective department heads. Any purchase exceeding \$200 other than ordinary budgeted church expenses shall be presented to the finance committee for approval. The department heads are as follows: Music Director, Youth Director, and Sunday School Director.

#### **COUNTING COMMITTEE (5 MEMBERS)**

A counting committee consisting of five (5) deacons other than the treasurer and assistant treasurer shall be nominated by the deacon body to the nominating committee and elected annually by the church. They shall be given the responsibility of recording and depositing in banks all money or things of value given to the church. This task shall always be undertaken by at least two (2) members of said

committee. In their absence, the counting committee may designate any deacons other than the treasurer or assistant treasurer to serve.

#### **USHERING COMMITTEE**

The number of ushers shall be determined by the needs of the church. The Head Usher and other ushers shall be nominated annually by the Nominating Committee for approval by the church.

The ushers shall care for the seating and comfort of the congregation, the greeting and introduction of visitors, the controlling of interruptions and disturbances and similar services, distribution of bulletins and/or other materials at the time of seating, and seeing to proper ventilation and lighting of the building. It shall also be the responsibility of the ushers to select a sufficient number of individuals to receive the offerings at all appropriate services.

The Head Usher shall be responsible for providing an ample number of ushers for all appropriate services and in his absence shall designate an acting head usher at each church service in which ushers are required.

#### **NURSERY COMMITTEE**

The chair of the Nursery Committee shall be the Nursery Coordinator elected by the church annually. The Nursery Committee is responsible for coordinating the church's nursery activities and making adequate provisions for nursery children during all church functions. The number of committee members shall be determined by the needs of the church.

#### **HOSPITALITY COMMITTEE**

The number of committee members of this committee shall be determined by the needs of the church. The chair shall be elected by the church annually. This committee shall promote regular church social functions and recreational activities in order to maintain the fellowship of the church.

#### **PERSONNEL COMMITTEE**

The Personnel Committee shall consist of three (3) members. They shall be nominated by the Nominating Committee and elected by the church for a term of three (3) years. Since they have been elected to staggered terms, at the end of each year the senior member shall rotate off and a new member elected. The chair of this committee shall be the senior member.

This committee shall be responsible for the recommendation for employment and or dismissal of all paid staff members other than ministerial positions including custodians, nursery workers, etc.

It shall be the responsibility of this committee to:

- Receive and review applications for employment
- Check all necessary references
- Conduct appropriate interviews
- Make recommendations to the church for employment and appropriate salary
- Evaluate work performance at least annually and recommend appropriate salary adjustments.

#### **TRANSPORTATION COMMITTEE**

This committee shall consist of three members who shall be elected by the church annually. This committee shall be responsible for the maintenance, licensing and obtaining insurance for the church vehicles. It shall also provide approved van\bus drivers for all appropriate church services and functions. This committee shall also be responsible for compliance with the church transportation policy. The committee chair shall be selected annually by the transportation committee.

#### **DECORATING COMMITTEE**

The number of the committee members shall be determined by the needs of the church. The chair and committee members shall be elected by the church annually.

It shall be the responsibility of this committee to provide appropriate decorations for church services and functions held in the church sanctuary

#### **SOUND BOOTH ENGINEERS COMMITTEE**

This committee consists of four persons who will rotate serving in the Sound Booth to control the sound and tape the worship services on audiocassettes. The church shall elect committee members and chair annually.

#### **LONG RANGE PLANNING COMMITTEE**

This committee shall consist of the Chairman of the deacons, Music Director, Sunday School Director, Chairman of the Trustees, Chairman of Finance Committee, Youth Committee Chairperson, and Chairperson of the Personnel Committee.

The committee should be anticipating the future needs and opportunities of ministry to fulfill and project. The committee shall select the committee chair.

#### **EXTENSION COMMITTEE**

The purpose of this committee is to minister to the home bound by way of distributing Christian literature and making periodic visits. The number of committee members shall be determined by the needs of the church. The church shall elect committee members and chair annually.

#### **PROPERTY ACQUISITION COMMITTEE**

The committee shall consist of the chairperson of the Trustees, Chairman of the Deacons, a member of the Finance Committee, and one member of the church at large to be elected annually.

This committee should keep themselves aware of any property that might be offered for sale or available for purchase and be responsible for determining whether the church would have sufficient need to acquire it. The committee would bring any information to the church for its approval before any action could be taken.

#### **BENEVOLENCE COMMITTEE:**

Composition: The committee shall consist of the pastor, chairman of the deacons and treasurer or representative of the finance committee. Any two of the three people can make a decision.



Function: To minister to the members of our church family and people who live in our church field by providing or meeting specific needs of these people as determined by the committee. These concerns will be dealt with in the strictest confidentiality.

Funding: The funds designated for this purpose will consist of 1% of the general undesignated offerings with no carry over from year to year. Any such other funds as may be received by the church.

### **MISSION COMMITTEE**

The mission committee shall be a standing committee of the church

#### **Charge:**

The committee in consultation with the church ministerial staff shall be charged with the coordination, planning and administration of mission projects for the church. It may include but is not limited to mission trips, missionary support and local mission projects. These projects may include construction, evangelism, medical services, and /or witnessing.

#### **Composition:**

The committee shall consist of six individuals nominated by the nominating committee and elected by the church. A representative of the Youth shall be on the committee along with five members at large. The committee shall choose its chairman and any other officers it deems necessary.

#### **Term of Service:**

The term of service for the elected members shall be three years with two being elected annually.

### **OTHER STANDING COMMITTEES**

Other standing committees shall be elected by the church as need arises and serve for the purpose designated. Duties of all committees shall be defined and adopted as a part of the bylaws.

### **SPECIAL COMMITTEES**

The church may elect special committees as deemed necessary for such times and with such duties and power as may be required. The church upon the recommendation of the moderator shall elect these committees unless the church directs their appointment in a different manner. (i.e. by Deacon Body)

## **ARTICLE IV**

## **DEACONS**

### **Section 1: Qualifications:**

- Men who are members of this church in good standing and in full fellowship with the church in its doctrines and practice and shall meet the qualifications as set forth in the New Testament ( I Timothy 3; 8-13 and Acts 6:3
- No man shall be considered as a candidate for the office of deacon until he has been in the membership of this church for at least one year.

### **Section 2: Selection Procedure:**

- The congregation will nominate by secret written ballot candidates for the position of deacon.
- Church members may nominate as many candidates as they desire.
- No absentee nominations will be accepted.
- The ballots would be counted by a sub-committee of three active deacons. Considering the number of new deacons needed, the sub-committee will give the deacon body a list of those people receiving the most nominations.

At this point the pastor and the chairman of the deacons would screen and interview the candidates privately and in the order of the number of nominations received until the required number of approved deacons is obtained.

The deacon body would then be informed of the approved candidates who are willing to serve. The deacon body would then present the approved candidates to the church body in formal business session and request their ordination.

- The current goal is to maintain at least eighteen active deacons

## **SECTION 3: RESPONSIBILITIES**

- The deacons shall see that the pulpit is supplied in the absence of the pastor; however the pastor may recommend said supply in agreement with the deacons.
- It shall be the duty of the deacons to see that the regular program of the church is carried out during such time that the church is without a pastor on staff.
- Upon notification of the pastor's departure, the Chairman of the deacons will call a special business meeting as soon as possible to elect a search committee. (see Article III, Section 1. Pastor)

- The deacon body shall elect their own Chairman annually.
- Deacons shall serve with the Pastor and staff in performing pastoral ministry tasks, proclaim the gospel to believers and unbelievers, and care for church members and other persons in the community. They will lead the church to engage in fellowship of worship, witness, education ministry and application, and lead the church in performing its tasks.
- The deacons shall assist the Pastor in serving the Lord's Supper and conducting baptisms.
- The deacons shall meet monthly at a place and time as they designate.

## **ARTICLE V**

### **Licensing and Ordination**

- **Licensing**

Any member of the church giving satisfactory evidence that he is called of God to the work of the gospel ministry may, by vote of the member-ship at a business meeting, be licensed by the church to the gospel ministry.

- **Ordination**

When the church desires to ordain a member to the gospel ministry, it shall call together a number of Baptist ministers who shall form themselves into an examining council. This council shall examine the candidate with respect to his Christian experience, his call to the ministry, and his views of Bible teaching and Baptist doctrine. When the council recommends the candidate's ordination the church shall plan an appropriate service, and with prayer and the laying on of hands, publicly set apart and ordain him to the gospel ministry.

## **ARTICLE VI**

### **Cooperation**

Unless providentially hindered the church shall send messengers to the meetings of the Crittenden Baptist Association, Kentucky Baptist Convention, and the Southern Baptist Convention.

## **ARTICLE VII**

### **Amendments**

The policies and procedures contained in this document may be amended by a majority of the members present and voting at a regular business meeting or at a duly called special business meeting of the church.