

Four Mile Creek Baptist Church

Constitution and By-Laws

(Proposed)

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Four Mile Creek Baptist Church Proposed Constitution



FMC Constitution and By-Laws

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Four Mile Creek Baptist Church Proposed Constitution



FMC CONSTITUTION

We declare and establish this constitution for the preservation and security of the principles of our faith, and that this body may be governed in an orderly manner. This constitution will preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches.

I Name

This body shall be known as ***Four Mile Creek Baptist Church*** of Henrico County, Virginia

II Statement of Faith

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of the “Baptist Faith and Message” as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and the Lord’s Supper.

III Church Covenant

As we trust we have been brought by Divine Grace to receive the Lord Jesus Christ, and to give up ourselves to Him, so we do now, relying upon His gracious aid, solemnly covenant with each other, and promise that:

We will walk together in brotherly love as members of a Christian Church.

We will exercise an affectionate care and watchfulness over each other, and faithfully admonish and entreat one another, as occasion may require.

We will not forsake the assembling of ourselves together, nor neglect to pray for ourselves and others.

We will endeavor to raise any children under our care, in the nurture and admonition of the Lord, and by a pure and holy example, to win their acquaintances to the Savior, to holiness and eternal life.

We will rejoice at each other’s happiness, and endeavor with tenderness and sympathy to bear each other’s burdens and sorrows.

CONSTITUTION CONTINUED ON NEXT PAGE.



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III Church Covenant (Continued)

We will not bring forward to the church a complaint against any member for any personal trespass against us until we have taken the first and second steps pointed out by Christ in the eighteenth chapter of Matthew.

We will commit that all private offenses that can be privately settled, will not be made public.

We will live circumspectly in the world, denying ungodliness and worldly lusts, setting a worthy example, and remembering that as we have been voluntarily buried by baptism and have been raised up from the emblematical grace, so there is on us a special obligation henceforth to lead a new and holy life.

When we remove from this place, and cease to be active in the work of our church, as soon as possible, we will unite with some other church, where we can carry out the spirit of the covenant and the principles of God's Word.

IV Character

Section 1. Polity

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

Section 2. Doctrine

This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of other Southern Baptist Churches.

Section 3. Vision Statement

The vision of Four Mile Creek Baptist Church is to glorify God, to lead people to faith in Jesus Christ, and to equip believers to serve according to God's Word.

CONSTITUTION CONTINUED ON NEXT PAGE.



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Section 4. Mission Statement

Our mission is to gather in God's presence to praise Him and receive spiritual renewal for application to our lives, to live as Jesus taught us and invite others to have a personal relationship with Him; to learn, teach, and to do God's Word through missions and ministries, and by sharing God's Word with others; and to serve God in thought, word, and deed.

Section 5. Stewardship Statement

As stewards of all God has given us, we hold to unselfish giving of time, joyful sharing of talents, and sacrificial giving of money.

THIS CONCLUDES THE FMC CONSTITUTION.

FOUR MILE CREEK BAPTIST CHURCH

BY-LAWS

PROPOSED EFFECTIVE DATE:

JULY 1, 2021



Four Mile Creek Baptist Church Proposed By-Laws



I. Purpose of Four Mile Creek Baptist Church

I. Purpose of *Four Mile Creek Baptist Church*

Facilitate the worship of God so His people can form a community that fulfills the Great Commandment and the Great Commission!

AND

To REACH people with the love of Christ!

To SERVE people in the name of Christ!

To GROW people for the cause of Christ!

II. Purpose of Church By-Laws

- A. This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ.
- B. These By-Laws exist in order to ensure primary compliance with the mission of **FMC** church, promote cooperation between members and guide the overall conduct of church mission activities and day to day operations.
- C. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church.
- D. Changes to these By-Laws can only be made with approval by vote from a quorum of church members during a Business Meeting.

III. Organizational Structure

A. Membership

1. Membership Rights

FMC membership reserves the exclusive right to determine who will be members of this church and the conditions of such membership.

2. Membership Process by vote

- a. A 75% vote of church members present during a Business Meeting, provided there is a quorum present, shall be required to elect a candidate to membership. (See Page 39 - Section VI.E.4 for definition of Quorum).



Four Mile Creek Baptist Church Proposed By-Laws



III. Organizational Structure - A. Membership

- b. Prior to the vote, a prospective member must meet one of the following requirements:
- 1) Baptism by Immersion
 - a) Any person professing faith in the Lord Jesus Christ and giving evidence of a change of heart may, upon a vote of confidence and baptism, be received into its membership following Baptism by immersion.
 - b) Baptism shall be conducted by Ordained Baptist Clergy or a Deacon of the church.
 - c) Baptism through other Biblical means of Sprinkling and Pouring are permissible when the candidate's medical condition necessitates.
 - 2) Promise of Letter

A Member may transfer by letter from another Baptist church of like faith and order believing in Jesus Christ as Lord and practicing Baptism by immersion.
 - 3) By Experience

Any person to whom the ordinance of Baptism by immersion has been administered in a protestant Christian church with beliefs that adhere the "Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000, as related to Believers Baptism and Personal Salvation, may be received upon the statement of his or her experience and faith in Christ.
- c. Dissent during Membership vote
- 1) Should there be dissent as to any candidate, such dissent shall be referred to the Pastor and the **Deacon Body** for investigation.
 - 2) That investigation should take no longer than 30 days and result in a recommendation to church membership prior to any subsequent vote.



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III. Organizational Structure - A. Membership

3. Membership Termination

a. Normal Membership Termination occurs via:

- 1) Death.
- 2) Transfer of Membership Letter to another Baptist church.
- 3) Membership to a church of another faith or denomination.
- 4) Membership removal upon written request from the member to the **Church Administrator**.

b. Conversion to Inactive Member Status

- 1) Failure to attend church service over a five (5) year period results in conversion to Inactive Member status.
- 2) Those physically incapable of attending church (Shut-ins) will not be subject to conversion to inactive status.

c. Breaking of Fellowship

- 1) When a member's behavior has become an offense to the church, its good name, and/or to themselves and their good name as a believer in Jesus Christ, **FMC** membership is accountable to God and empowered by Scripture to assist that member in returning to behavior that is commensurate with the principles of Biblical Living.
- 2) Toward that end, when a member's behavior has become sufficiently noticeable by any **FMC** member as to be in violation of the **FMC Constitution Covenant (Section III)**, then the instructions contained in Matthew 18:15-17 should be sequentially followed. This should always be done utilizing a non-judgmental attitude with the goal of repentance and restoration as the desired outcome.



Four Mile Creek Baptist Church Proposed By-Laws



III. Organizational Structure - B. Church Leadership

B. Church Leadership

1. Church Leaders include the following positions:

- a. Trustee
- b. Deacon
- c. Member of Church Strategic Council
- d. Member of Church Leadership Council
- e. Church Officers

2. General Rules for Church Leadership

a. Qualifications of Church Leadership

- 1) Be an **FMC** Member in good standing that professes faith in the Lord Jesus Christ and gives evidence of a change of heart through demonstrated Spiritual maturity.
- 2) All **Church Leaders** must have been a member for at least one year immediately prior to assumption of duties.
- 3) Live a life commensurate with Biblical principles in all areas of their life and seek forgiveness and/or repentance when sins become known to them, either through self-awareness or the observations of others.
- 4) Possess the ability to lead others to accomplish ministry activities with little supervision.

b. Expectations of Church Leaders

- 1) Consistently strengthen their own personal walk with the Lord with daily Bible reading, consistent personal Bible study and a strong prayer life.
- 2) Endeavor to accomplish their ministry leadership activities with passion, commitment and a resilience befitting the important work of eternity.
- 3) Strive to follow the **FMC** Constitution and By-Laws to the best of their ability.
- 4) Humbly follow the **FMC** spiritual leadership of Pastoral Staff, when this leadership is in accordance with Biblical Principles.
- 5) Demonstrate a capacity to work well with others with a servant's heart and exhibit a willingness to offer forgiveness of others first.



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III. Organizational Structure - B. Church Leadership

- 6) Strive to conduct themselves at all times with an understanding that others are watching what they do, what and how they speak and especially the specific manner in which they handle conflict at any time. Their behavioral example should show others the way to live as Christ lived.
 - 7) Actively attend church worship services and pursue participation in Bible educational endeavors. For example, **Church Leaders** should regularly attend Sunday School, weekly Bible Study and small groups (when available).
 - 8) Demonstrate the strength of their personal faith walk by mentoring others and sharing what they have learned through these efforts.
 - 9) Seek leadership skill development and training opportunities whenever possible.
 - 10) Identify, train and mentor an individual capable of succeeding them upon completion of their tenure.
- c. Tenure of **Church Leaders**
- 1) **Church Leaders** commence their responsibilities only after a 75% majority vote of church membership approves them, provided a quorum is present. (See Page 39 - Section VI.E.4 for definition of Quorum).
 - 2) **Church Leaders** should serve for a period of at least TWO YEARS.
 - 3) After this two year period, **Church Leaders** should not return to this Ministry position for at least ONE year.
 - 4) If a **Church Leader** leaves their post prior to completion of their scheduled term, the **Church Strategic Council (CSC)** should recommend a qualified replacement that would assume duties immediately following a church membership vote at a Special Called Business meeting.
3. Church Strategic Council (CSC)
- a. **CSC Purpose**
- 1) Oversee the functioning of all church activities, identify and develop ministry priorities and connect these to the appropriate **REACH Ministry Area** for assessment, implementation and effectiveness. This includes but is not limited to:
 - a) **FMC** Staffing needs
 - b) Building, equipment and property maintenance



Four Mile Creek Baptist Church Proposed By-Laws



III. Organizational Structure - B. Church Leadership

- c) Capital need investigation, planning and advice prior to church vote
 - d) Ministry identification, development and evaluation
 - e) Recruitment and training of servant volunteers
 - f) All additional means of completing the various ministry activities
- 2) The **CSC** works under the Spiritual leadership of the **Lead Pastor** to fulfill the Great Commandment and the Great Commission through local church ministry.
 - 3) The **CSC** serves as the 'guiding hand' of all church ministry activities in-between church member votes in emergency and/or time-sensitive situations. They serve as the day to day decision making body of **FMC**.
 - 4) The **CSC** strives to identify all ministry needs and then work with the **Lead Pastor**, the **CLC** and all members to prioritize resources, adjust church activities and fulfill identified ministry needs both within and outside existing church membership.
- b. **CSC** Composition
- 1) **Lead Pastor**
 - 2) **UP REACH Ministry Leader**
 - 3) **DOWN REACH Ministry Leader**
 - 4) **IN REACH Ministry Leader**
 - 5) **OUT REACH Ministry Leader**
 - 6) **UNDER REACH Ministry Leader**
 - 7) **Trustees Team Leader**
 - 8) **Deacon Body Leader**
 - 9) **Church Moderator**
4. Church Leadership Council (CLC)
- a. **CLC** Purpose
- 1) Oversee, develop and put into action all ministry activities related to the different **REACH Teams**.
 - 2) This includes ministry plan development, recruitment and training of servant volunteers, and all other means of completing the various ministry activities.



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III. Organizational Structure - B. Church Leadership

3) The **CLC** is also the “eyes and ears” of the **CSC** within church membership and identification of community ministry needs. The **CLC** must strive to identify all ministry needs and then work with other **CLC** Leaders to develop plans to meet those needs, under the guidance of the **CSC**.

b. **CLC** Composition

CLC shall be comprised of the following:

- 1) **All Members of the CSC**
- 2) **UP REACH - Worship Team Leader**
- 3) **UP REACH - Prayer Team Leader**
- 4) **DOWN REACH – Children / Youth Discipleship Team Leader**
- 5) **DOWN REACH – Adult Discipleship Team Leader**
- 6) **DOWN REACH - CWE Team Leader**
- 7) **IN REACH – Fellowship Team Leader**
- 8) **IN REACH - Caregiving Team Leader**
- 9) **OUT REACH - Missions Team Leader**
- 10) **OUT REACH - Welcome Team Leader**
- 11) **OUT REACH - Online Team Leader**
- 12) **UNDER REACH – Building and Equipment Team Leader**
- 13) **UNDER REACH - Properties Team Leader**
- 14) **UNDER REACH - Fleet Team Leader**
- 15) **UNDER REACH - Servanthood Team Leader**
- 16) **UNDER REACH - Accountability Team Leader**

C. Trustees

1. Mission

The **Trustees Team** shall be the legal custodians of all **FMC** properties, facilities and equipment with the power to assign, encumber or convey any part or all such properties, facilities and equipment upon official and documented instructions of the church.



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III. Organizational Structure - C. Trustees

2. Ministry Goals

The **Trustees Team** shall:

- a. Exercise their authority so that FMC conforms to the laws of the Commonwealth of Virginia.
- b. Utilize two signatures, signed in each other's presence, on all legal documents (including but not limited to deeds, contracts, warranties and property related insurance documents).
- c. Exercise the power to borrow money for the church at such times and in such amounts as the church approves.
- d. Maintain for safekeeping all **FMC** legal documents, deeds and other legal papers in a safe deposit box.

3. Composition, Tenure and Succession

The **Trustees Team** shall:

- a. Commence their responsibilities only after a 75% majority vote of church membership approves them, provided a quorum is present. (See Page 39 - Section VI.E.4 for definition of Quorum).
- b. Be composed of a minimum of five (5) members who serve five consecutive years.
- c. After this five year period, a Trustee should not return as a Trustee for at least TWO years.
- d. Rotate off one member each year and have that person replaced by a new member.

D. Deacon Body

1. Mission

The **Deacon Body** demonstrates the active and living love of Christ through prayer and ministerial support for the church and the community.



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III. Organizational Structure - D. Deacons

2. Ministry Goals

- a) The **Deacon Body** leads their fellow church members to a life fully committed to the Lord as demonstrated through personal sacrifice.
- b) Be an example of a fully dedicated Christian, by living a life fully committed to Biblical principles and offering themselves as a living sacrifice for the benefit of others, including:
 - 1) Provide ministerial care through prayer, emotional support, material help and support, especially in times of trauma and crisis.
 - 2) Proclaim the Gospel at all times with an eagerness to share their personal testimony and guidance towards a life of service for Jesus Christ.

3. Composition and Tenure

- a) **Deacon Body Members** commence their responsibilities only after a 75% majority vote of church membership approves them, provided a quorum is present. (See Page 39 - Section VI.E.4 for definition of Quorum).
- b) The **Deacon Body** should be comprised of a **Deacon Body Leader** and additional members as necessary to support the church membership.

4. Succession

- Deacon Body** should recruit replacements and communicate these individual's names to the **Deacon Body Leader** 90 days prior to the conclusion of their term.
- b) If a **Deacon Body Member** leaves their post prior to completion of their scheduled two year term, the **Deacon Body Leader**, assigns their duties to other Deacons as necessary.

5. Communications

- a) The **Deacon Body Leader** should present, both verbally and in writing, a report at each regularly scheduled, quarterly business meeting detailing ministry efforts and results.
- b) The **Deacon Body Leader** should communicate with their **Deacons** at least monthly using all available communication methods including, telephone, email, messaging, and/or texting as needed to share prayer concerns or other items of interest.



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III. Organizational Structure - D. Deacons

- 1) **Deacon Body** meeting minutes document decisions and their rationale. These minutes shall be considered confidential, shall not include names, and should be maintained by the Church Administrator.
6. Meetings
 - a) The **Deacon Body** assembles in-person at least once per quarter to share ministerial opportunities and provide mutual support.
 - b) The **Deacon Body** should undergo training whenever necessary.
 7. Financials
 - a) All **Deacon Body** training and ministry activities are funded through the **IN REACH Ministry** and are authorized, coordinated and reported accordingly.
 - b) The **Deacon Body** Leader provides to the **IN REACH Ministry Area Leader** their anticipated (next year) budgetary needs prior to October 1st of each year. This will allow the **IN REACH Ministry Area Leader** to complete their budget projections by November 1st.
 - c) **Deacon Body** administers, collects and is held accountable for the Benevolence Fund, which is used to provide financial assistance to *Four Mile Creek Members* who request assistance and is administered in accordance with the Deacon Handbook.

E. Church Officers

1. General Rules for all **Church Officers**
 - a. Purpose
 - 1) **Church Officers** fulfill the requirement to have individuals be held to account for legal and leadership decisions that fulfill the mission of **FMC**.
 - 2) **Church officers** work in concert with the **Lead Pastor**, church staff and **REACH Ministry Area Leaders** to guide and fulfill church ministerial activities.
 - b. Qualifications
 - 1) Be an **FMC** Member in good standing that professes faith in the Lord Jesus Christ and gives evidence of a change of heart through demonstrated Spiritual maturity.
 - 2) Testify to a belief in and adherence to the Bible, the FMC Constitution and live a lifestyle consistent with these beliefs to the best of their ability.



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III. Organizational Structure - E. Church Officers

- 3) Demonstrate a capacity to work well with others with a servant's heart and exhibit a willingness to offer forgiveness of others first.
 - 4) Follow the FMC spiritual leadership of Pastoral Staff, when this leadership is in accordance with Biblical Principles.
 - 5) Possess the ability to lead others to accomplish ministry activities with little supervision.
 - 6) All church officers must have been a member for at least one year immediately prior to assumption of duties.
- c. Appointment and Tenure
- 1) New **Church officers** should be nominated by the **Trustees Team** by October 1.
 - 2) New **Church officers** should be presented to the church membership annually for a vote at the October Quarterly Business Meeting.
 - 3) A successful vote is considered as 75% of church membership present at the time of the vote, provided a quorum is present. (See Page 39 - Section VI.E.4 for definition of Quorum).
 - 4) **Church Officers** serve a one-year term from January 1 to December 31, each calendar year.
 - 5) If a **Church Officer** leaves their post prior to completion of their scheduled term, the **Trustees** should recruit a qualified replacement that would assume duties immediately, following a vote by church Membership at a Special Called Business meeting.
 - 6) **Church Officers** may serve only three consecutive terms, before a one-year period free from church officer duties.
 - 7) In times of limited qualified members, these years of service may be extended based upon simple majority church membership vote.
- d. Expectations
- 1) **Church Officers** should place the needs of the church as a priority.
 - 2) **Church Officers** should Identify, train and prepare an individual capable of succeeding them upon completion of their tenure.



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III. Organizational Structure - E. Church Officers

e. Removal

- 1) **Church Officers** serve until the completion of their annual term and should prepare their replacement to assume the duties of the position upon expiration.
- 2) If unable to complete their assigned duties and as soon as incapacitation is evident, **Church Officers** should submit a written resignation letter to the **Servanthood Team Leader**, preferably 30 days before the effective resignation date.

2. Church Treasurer

a. Purpose

The **Treasurer** is the Chief Financial Officer of the church and responsible for accurate tracking of all financial receipts and expenditures for the church.

b. Expectations

The **Treasurer** is responsible for accurate tracking of all fiscal and financial expenditures and revenue for the church. This includes working in concert with the **Accountability Team** and the **Bookkeeper** to:

- 1) Coordinate creation of the Annual Church Budget.
 - a) Assist **REACH Ministry Area Leaders** (and their respective **Team Leaders**) in the preparation of their annual budgets.
 - b) Coordinate review of budget requests with the **Accountability Team** prior to presenting budget to the church membership for approval.
 - c) Present the Annual Budget for Full Church Membership approval before commencement of the budget/calendar year. (This is normally accomplished at the November Quarterly Business Meeting.)
- 2) Provide Quarterly Financial Statement to the church at each Quarterly Business Meeting, including assisting **REACH Ministry Area Leaders** with their own budgetary accountability each quarter.
- 3) Reconcile the budget / ledger / accounting software with the bank statement each month.
 - a) Track all gifts received by the church.
 - b) Disburse funds as approved to accomplish the ministerial work of the church.



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III. Organizational Structure - E. Church Officers

- 4) Coordinate Check Authorization for all checks written.
 - a) Ensure individuals authorized by the **Accountability Team** to countersign all checks issued by the **Treasurer** and/or **Bookkeeper** are indemnified for personal dishonesty under the **FMC** insurance policy.
 - b) A minimum of two signatures shall be required on all checks; only individuals authorized by the **Accountability Team** shall be authorized signatories.
- 5) If the **Treasurer** cannot fulfill their duties for a particular Church Meeting, the **Assistant Church Treasurer** can temporarily fulfill these duties.

3. Assistant Church Treasurer

Purpose:

- a. The **Assistant Church Treasurer** should fill in for **Church Treasurer** whenever **Church Treasurer** cannot fulfill their duties, provided it is expected for a limited time.
- b. All other guidance regarding the **Church Treasurer** also applies to the **Assistant Church Treasurer**.

4. Church Moderator

a. Purpose

Lead all business meetings using parliamentary rules of procedures, striving to achieve a harmonious atmosphere and/or minimize conflict intensity during periods of verbal dissent.

b. Expectations

- 1) Use "*Roberts Rules of Order, Revised*" as the governing authority.
- 2) Ensure all church member voices are heard at business meetings, all motions are fairly discussed prior to calling for any vote for presented motions.
- 3) Ensuring every vote taken is conducted fairly and without bias.
- 4) If the Moderator cannot complete their duty at a particular meeting, the **Assistant Church Moderator** should act as **Moderator** pro-temp for that meeting.



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III. Organizational Structure - E. Church Officers

5. *Assistant Church Moderator*

Purpose:

- a. The **Assistant Church Moderator** should fill in for **Church Moderator** whenever **Church Moderator** cannot fulfill their duties, provided it is expected for a limited time.
- b. All other guidance regarding the **Church Moderator** also applies to the **Assistant Church Moderator**.

6. *Church Clerk*

a. Purpose

- 1) Serve as the Official Record Keeper of **FMC** decisions and major actions.
- 2) Record "Meeting Minutes" for all **FMC** business meetings by documenting:
 - a) All motions presented.
 - b) Items discussed.
 - c) Individuals who speak (and what views were shared as much as practical).
 - d) Results of all votes taken.
- 3) Present Meeting Minutes for church approval by voice vote at a subsequent business meeting.
- 4) Prepare the Church Annual Report.
- 5) Working in concert with the **Church Administrator**, maintain all church records within an organized structure and stored on church property, including;
 - a) Records of membership.
 - b) Receiving and giving of church letters regarding membership.

b. Expectations

- 1) The **Clerk** strives for a high level of accuracy and organization, free of personal bias.
- 2) The **Clerk** coordinates storage of Meeting Minutes in a secure location, accessible to the **Church Administrator**.



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III. Organizational Structure - E. Church Officers

- 3) If the **Clerk** cannot fulfill their duties for a particular Church Meeting, the **Assistant Church Clerk** should temporarily fulfill these duties.

7. Assistant Church Clerk

Purpose:

- a. The **Assistant Church Clerk** should fill in for **Church Clerk** whenever **Church Clerk** cannot fulfill their duties, provided it is expected for a limited time.
- b. All other guidance regarding the **Church Clerk** also applies to the **Assistant Church Clerk**.

F. Pastoral Staff

1. General Rules for Pastoral Staff

a. Hiring Process

Pastoral Staff shall be hired through use of an Ad Hoc **Pastoral Search Team**, temporarily created for this purpose.

- 1) The **CSC** should assemble a list of at least seven (7) active church members to form **Pastoral Search Team** candidates, and seek their agreement to serve.
- 2) Each individual is then elected to serve by the church membership at a Business Meeting. If more than seven members are asked and agree to serve, the entire list shall be presented to the church membership and the top seven individuals receiving the most votes will then serve.
- 3) They serve in this capacity until a Pastor is called, barring unforeseen situations. This full tenure is requested to allow for continuity and fair comparison between all candidates considered.
- 4) This team uses normal hiring practices to evaluate candidates including, preferences of current church membership, resume evaluation, sermon delivery evaluation, personal interview, a credit report, reference checking and a Criminal History Background Check.
- 5) Upon selecting a candidate, the **Pastoral Search Team** shall make a recommendation to the church membership for assessment and approval by vote.



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III. Organizational Structure - F. Pastoral Staff

- a) The church shall be given two-week notice before the church meets with the Pastoral Candidate as a group, to pose questions and evaluate the candidate's answers, thoughtfulness, personality, Biblical character and personal relatability.
 - b) They shall listen to at least one trial sermon and evaluate the candidate, while seeking the Lord's direction.
 - c) The church then votes to call the Pastor at a Special Called Business Meeting.
 - d) A successful vote is defined as 75% approval of members present, provided a quorum is in attendance. (See Page 39 - Section VI.E.4 for definition of Quorum).
- b. Performance Expectations and Development
- 1) It is expected that all Pastoral Staff shall:
 - a) Continually build their relationship with the Lord through an active prayer life, Biblical study and unending personal development.
 - b) Live a life commensurate with Biblical principles in all areas of their life and seek forgiveness and/or repentance when sins become known to them, either through self-awareness or the observations of others.
 - c) Possess a sacrificial attitude to serve the needs of others before their own.
 - d) Strive to establish and fulfill a God-directed vision for **FMC** commensurate with their Pastoral duties.
 - e) Seek positive and mutually uplifting relationships with all church members and be the first person to seek forgiveness and reconciliation if conflict between individuals develop.
 - f) Remain open to all feedback regarding external perception of their conduct and/or personal or professional developmental needs.
 - g) When provided feedback, the Pastoral Staff member is responsible for actively working on remedying any identified improvement areas.
 - h) Communicate regularly with other Pastoral Staff, the **CSC**, the **CLC** and **REACH Teams** as necessary to fulfill their duties successfully.



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III. Organizational Structure - F. Pastoral Staff

- i) Exhibit an individual determination to succeed while fulfilling all job requirements.
- 2) It is expected that the **CSC** assists Pastoral Staff to be successful in their duties through performance monitoring and coaching.
 - a) The **CSC** monitors Pastoral Staff performance and identifies or responds to performance deficiencies in a timely manner.
 - b) For identified performance issues, the **CSC** shall develop a performance development plan, with legitimate timetable (normally between three – six months) and specific performance milestones; thereby providing the Pastoral Staff Member an opportunity to improve identified performance deficiencies.
 - c) The **CSC** shall provide an opportunity for the Pastoral Staff Member to address performance deficiencies prior to moving towards a Termination Recommendation.
- c. Termination
 - 1) Voluntary Termination

Pastoral Staff serve faithfully until they submit a resignation, preferably with 30-day written advance notice, unless the **CSC** and departing Pastoral Staff member mutually agree to terminate the relationship sooner. Immediate departures should be avoided due to their disruptive nature on church life and the congregation.
 - 2) Involuntary Termination
 - a) Pastoral Staff serve faithfully until the relationship is terminated by the church by written request.
 - b) Upon such notification by the church, the Pastoral Staff Member shall vacate their duties in a timely manner, as specified by the church.
 - c) Termination Recommendation

When the Pastoral Staff member fails to improve or refuses to acknowledge or address a performance deficiency, the **CSC** then recommends to church membership that the Pastoral Relationship be terminated.



Four Mile Creek Baptist Church Proposed By-Laws



III. Organizational Structure - F. Pastoral Staff

- 1) Church membership is given two-weeks advance notice of a Special Called Business Meeting to discuss reasons for terminating the Pastoral relationship.
- 2) The **CSC** shall present reasons to end the relationship to the church membership and the church then discusses and conducts a termination vote.
- 3) A successful termination vote shall be defined as 75% approval of members present, provided a quorum is present. (See Page 39 - Section VI.E.4 for definition of Quorum).
- 4) If the vote is unsuccessful, the **CSC** is responsible to establish a Pastoral Staff personal improvement plan to address identified issues, with mutually agreeable milestones.
- 5) If Pastoral Staff Member fails to meet these newly established milestones, this Involuntary Termination process shall be re-initiated.

2. **Lead Pastor**

a. Purpose

The **Lead Pastor** has overall responsibility for leading the church in functioning as a New Testament church, acting as its:

- 1) Spiritual Shepherd
- 2) Lead Bible Teacher
- 3) Lead Disciple Maker
- 4) Worship Leader
- 5) Organizational Leader
- 6) Staff Development Leader
- 7) Christian Living Advisor
- 8) Pastoral Counselor
- 9) Grief Supporter
- 10) Ad Hoc Director of all Mission activities



Four Mile Creek Baptist Church Proposed By-Laws



III. Organizational Structure - F. Pastoral Staff

b. Qualifications

Lead Pastor should be, upon resumption of Pastoral responsibilities, an Ordained Clergy Member (by Baptist General Association of Virginia, Dover Baptist Association and/or a fellow Baptist Church) that professes faith in the Lord Jesus Christ and gives evidence of a change of heart through demonstrated Spiritual maturity.

c. Expectations

- a) **Lead Pastor** should seek the guidance of the Lord, be open to His direction and lean into the bosom of Christ in times of conflict and distress.
- b) **Lead Pastor** strives to set the Christian Living example shown in Scripture.
- c) **Lead Pastor** leads **FMC** with intentional Biblical study, consideration of the multiple perspectives of any deliberative issue, meaningful prayer and strong character.
- d) **Lead Pastor** leads with empathy towards those they lead and encourages those they lead to follow the will of the Lord and not their own passion, convictions or habits, especially when the Lord's direction may seem to contradict convention or tradition.

3. **Additional Pastoral Staff**

FMC may add other **Pastoral Staff** positions as desired, in the future. As the ministry needs will likely drive the timing, hiring process and selection of an individual, these By-Laws should be amended to include the specifics of the desired **Pastoral Staff** position, before a vote to hire the **Pastoral Staff Member** is conducted. This is done to allow a **Pastoral Search Team** to timely define the needed role and responsibilities before they initiate a hiring process.

4. **REACH Ministry Area Leaders** Remain In Place

Any future **Pastoral Staff Member** shall work in ministry alongside the **REACH Ministry Area Leaders**, and **NOT** replace them. This ensures that **FMC Laity** shall always be at the forefront of **FMC** operations and decision making.



Four Mile Creek Baptist Church Proposed By-Laws



III. Organizational Structure - G. Church Staff

G. Church Staff

1. General Rules for Church Staff

- a. **FMC** shall employ sufficient Church Staff as necessary to support **FMC** Ministry needs.
- b. The **Servanthood Team** shall develop a position description, including salary and benefits and include these into the **FMC Personnel Manual** prior to initiating a hiring process.
- c. The Church Membership shall approve any hiring decision regarding Church Staff.
- d. The hiring process shall be determined by the **Servanthood Team**, commensurate with the expected demands of the position. For example, staff positions that include ministerial duties may make use of an Ad Hoc Search team, to assist in candidate selection.
- e. All Church Staff performance expectations, development and tenure decisions shall be determined by the **Servanthood Team** and be included in the **FMC Personnel Manual**.

2. Church Administrator

Purpose:

Person responsible for administrative functions necessary to keep church ministry activities running smoothly. This includes, but is not limited to the following:

- a) Answer phone calls to the church and respond in handling simple inquires and/or directing callers to appropriate **Ministry Area Leaders** for dispensation.
- b) Timely payment of bills to vendors for services rendered (in cooperation with the **Bookkeeper** and **Treasurer**).
- c) Maintenance and replacement of church material supply inventory.
- d) Maintenance and upkeep of church membership database & church calendar.
- e) Printing of Bulletins for Worship Service, Weddings and Funerals.
- f) Coordination and logistics for Funeral Ceremonies.
- g) Distribution of church wide emails.
- h) Other duties to support Ministry work of **FMC** Missions and activities.



Four Mile Creek Baptist Church Proposed By-Laws



III. Organizational Structure - G. Church Staff

3. **Worship / Technical Director** (May be Independent Contractor)

Purposes

- a) Arrange and coordinate the technical, musical, audio-visual and personnel aspects of conducting a vibrant Worship Service, Bible Study session, and other communal Gatherings.
- b) Manage all technical, technological, computing, audio and visual needs of the church including maintenance and upkeep of church WIFI Networks within budget restrictions.
- c) Develop Worshipful musical experiences appropriate to the event through personal involvement and/or recruitment of other personnel as necessary.
- d) Weddings and Funeral support upon availability.

4. **Bookkeeper** (May be Independent Contractor)

Purposes

- a) The **Bookkeeper** is responsible for accurate tracking of all financial expenditures and revenue for the church, including full documentation and crediting of tithes and offerings to the church.
- b) Reconcile the budget / ledger / accounting in Church Financial Software with the bank statement each month.
 - 1) Track all gifts received by the church, including posting of receipts to the appropriate budget categories and through issuance of deposit receipts.
 - 2) Disburse funds as approved to accomplish the ministerial work of the church from the financial software, including drafting/printing all checks.
 - a) These checks then need to be signed by individuals authorized by the **Accountability Team**.
 - b) A minimum of two signatures shall be required on each check.
- c) Maintain and accurately report all Federal and Commonwealth required documentation for employment and related payroll reporting requirements.
- d) Manually enter and maintain the Annual Church Budget in Church Financial Software, including accounting for annual changes in tax and related compensation and financial recordkeeping requirements.



Four Mile Creek Baptist Church Proposed By-Laws



III. Organizational Structure - G. Church Staff

- 1) Train and assist **REACH Ministry Area Leaders** (and their respective **REACH Team Leaders**) in the preparation of their annual budgets.
 - 2) Coordinate budget upkeep and maintenance with the **Accountability Team**.
5. **Groundskeeper** (May be Independent Contractor)

Purpose

- a) **Groundskeeper** shall be responsible for the maintenance and upkeep of the church grounds including lawns and Cemetery (including all properties and parsonages.)
- b) In cooperation with the **Properties Team** and the **Fleet Team**, the **Groundskeeper** shall be responsible for proper maintenance of all equipment associated with grounds upkeep.

IV. REACH Ministry Structure

A. **REACH** Ministry Teams

1. General Rules that apply to all **REACH Ministry Teams**; unless clarified for each team.
 - a. **REACH Team** Composition
 - 1) Each **REACH Team** consists of a **Team Leader** and at least TWO (2) additional permanent members. They may add other members as necessary to complete mission activities. Any additional members must observe tenure rules.
 - 2) Each **REACH Team** member must be an **FMC** member that lives a life in conformance with Biblical principles, including:
 - a) Participate in church fellowship and ministry activities.
 - b) Practice a sincere Christian worldview and service oriented attitude.
 - c) Strive to achieve a powerful, personal prayer and worship life.
 - d) Strive to pursue a holy lifestyle and follow Biblical behavioral standards .
 - e) Honestly and sincerely seek repentance and Godly reconciliation when their behavior falls short of this goal.



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

b. **REACH Team** Succession

- 1) Each **REACH Team** should assist in the recruitment of replacements prior to the conclusion of their tenure.
- 2) Each **REACH Team** should pray for these replacements throughout their replacement's tenure.

c. **REACH Team** Communication

- 1) The **Ministry Area Leader** should present, both verbally and in writing, a report at each regularly scheduled, quarterly business meeting detailing the ministry efforts and results of the **Teams** under their leadership.
- 2) The **Ministry Area Leader** should communicate with their **Team Leaders** at least monthly using all available communication methods including, telephone, email, messaging, and/or texting as needed to share prayer concerns or other items of interest to the **Team Ministry** activities.
 - a) **REACH Team** Meeting Minutes should document all **Team** ministry efforts, results and financial matters, with particular effort to document decisions made and the rationale for such decisions.
 - b) These **Team** meeting minutes should be retained by the **REACH Team Leader** and passed on to each successive leader.

d. **REACH Team** Meetings

- 1) The **REACH Ministry Area Leader** should meet in-person with their **Team Leaders** at least quarterly.
 - a) This quarterly meeting should be documented by completion of each **REACH Team** meeting minutes.
 - b) These Minutes should be retained by the **REACH Team Leader** and passed on to each successive leader.
- 2) Each **REACH Team** should meet together in-person at least once per quarter; this shall normally occur prior to the **Team Leader** meeting with the **REACH Ministry Area Leader**.
- 3) Each **REACH Team** should meet together (remotely using any available means of communication) at least monthly.



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

e. **REACH Team** Financials

- 1) All **REACH Team** training and ministry activities should be funded through the **REACH Ministry Area** and shall be authorized, coordinated and reported accordingly.
- 2) Each **REACH Team** should provide to the **REACH Ministry Area Leader** their anticipated (next year) budgetary needs prior to October 1st of each year. This will allow the **REACH Ministry Area Leader** to provide their budget projections to the **Accountability Team** by November 1st.
- 3) Each **REACH Team Leader** should authorize expenses before disbursement by team members and be held accountable to the **REACH Ministry Area Leader**.

2. **UP REACH** (HOW WE WORSHIP GOD)

a. Mission

The **UP REACH Ministry** strives to encourage church membership to love, honor and serve God and our fellow man in all ministry activities, through never-ending worship and a deep, personal prayer life.

b. Leadership

The **UP REACH Ministry Leader** provides leadership to:

- 1) Worship Team
- 2) Prayer Team

c. **Worship Team**

1) **Worship Team** Composition

Worship Team members should include :

- a) Church Worship / Technical Director
- b) Church Choir Director
- c) Music Leaders of specific groups (i.e., Handbell Choir)

2) **Worship Team** Mission

The **Worship Team** strives to create an environment during worship services and related ministry activities that encourages an authentic and deeply personal worship of God in spirit and truth.



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

3) **Worship Team** Ministry Goals

- a) The **Worship Team** plans and conducts worship services that enable followers of Christ to:
 - 1) Freely express themselves in humble adoration and worship of God through song, contemplation and humble prayers.
 - 2) Seek repentance and recommitment before the Lord.
 - 3) Regenerate their personal connection with God.
 - 4) Unite with and be strengthened by fellow believers.
 - 5) Be empowered and enabled to live life based upon Biblical principles.
- b) Regularly assess church worship stylistic preferences and balance these with a desire to grow weekly attendance and worshipful impact in concert with church overall ministry direction.
- c) Advise the Pastoral Staff on the 'worship pulse' of church membership to aid in development of church pastoral ministry, support and sermon content.
- d) Utilize a variety of worshipful music in compliance with CCLI License requirements.

4) **Worship Team** Meetings

- a) The **Worship Team** should assemble to plan and conduct weekly worship services at least once per month or as necessary to accomplish the team mission.
- b) Documentation of **Worship Team** activities should be maintained by worship planning software.

d. **Prayer Team**

1) **Prayer Team** Mission

The **Prayer Team** provides prayer support for **FMC** leadership, members, ministries, and the community.



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

2) **Prayer Team** Ministry Goals

- a) The **Prayer Team** desires to unite and build up **FMC** leadership and members to pray to the living God, seek His blessing, healing and wisdom and utilizes His power in all ministry activities.
- b) Their primary purpose shall be to pray for:
 - 1) The **FMC** Mission, Pastor, staff, all ministries and prayer need each day.
 - 2) An ongoing list of all prayer concerns and share this list with the church regularly through the most effective means available.
 - 3) Communicate prayer requests via e-mail and other methods.

3. **DOWN REACH** (HOW WE GROW HIS PEOPLE)

a. Mission

The **DOWN REACH Ministry** strives to build individual and corporate knowledge of Scripture and through that effort, endeavors to build Disciples pressing on towards the mark in Christ Jesus.

b. Leadership

The **DOWN REACH Ministry Leader** provides leadership to:

- 1) Children / Youth Discipleship Team
- 2) Adult Discipleship Team
- 3) Church Weekday Education Team

c. **Children / Youth Discipleship Team**

1) Mission

The **Children / Youth Discipleship Team** will strive to encourage the ongoing growth of Christian discipleship among **FMC** Children and Youth.

2) Ministry Goals

- a) **Children / Youth Discipleship Team** will endeavor to identify areas of discipleship to encourage personal faith and strength through Sunday School, small groups and other educational, missional and faith ventures.



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IV. REACH Ministry Structure - A. REACH Ministry Teams

- b) Guide, build and supervise implementation of **Children / Youth** Discipleship Programs.
- c) Create an environment that not only nurtures the **Children / Youth**, but also creates an environment where they will be free from all forms of child abuse; including conduct of Child Abuse Prevention Training for all relevant adults.
- d. **Adult Discipleship Team**
 - 1) Mission

The **Adult Discipleship Team** will strive to encourage the ongoing growth of Christian discipleship among **FMC** Members.
 - 2) Ministry Goals
 - a) **Adult Discipleship Team** will endeavor to identify areas of discipleship to encourage personal faith and strength through Sunday School, small groups and other educational, missional and faith ventures.
 - b) Guide, build and supervise implementation of all **FMC** Discipleship Programs.
 - c) Documentation of **Adult Discipleship Team** activities shall be maintained by the **Adult Discipleship Team** Leader.
- e. **Church Weekday Education Team (CWE Team)**
 - 1) Mission

The **CWE Team** strives to encourage children to love, honor and serve God and our fellow man in all ministry activities, through never-ending worship and a deep, personal prayer life. We strive to grow His children.
 - 2) Ministry Goals
 - a) The **CWE Team** shares God's love by providing a wide variety of learning experiences for children in our care (ages 3-12) for their mental, spiritual, emotional, physical and creative development.
 - b) Using both pre-designed and self-developed curriculum, the **CWE Team** guides the children to understand themselves and their place in the world God created.



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

- d) The **CWE Team** creates an environment that not only nurtures the child, but also creates an environment where the child will be free from all forms of child abuse; including conduct of “Child Abuse Prevention Training” for all relevant adults.
- c) The **CWE Team** strives to teach that:
 - 1) All children are special in the eyes of God and their family.
 - 2) All children learn differently.
 - 3) All children develop independently and uniquely.
 - 4) Children learn through imitation, reinforcement and the formation of positive habits.
 - 5) Interaction with other children and responsible adults form the environment in which true learning takes place.
- 3) Financials
 - a) All **CWE Team** training and ministry activities are funded through the **DOWN REACH Ministry** and are authorized, coordinated and reported accordingly.
 - b) The **CWE Team** uses its own budget section of the church financial software and maintains comparable records of its revenue and expenses.
 - c) The **CWE Team** provides ‘monthly maintenance expense payment’ from the **CWE Team** Budget to the **FMC** Budget, according to the following schedule:
 - 1) When student load is <15 students, no ‘monthly maintenance expense payment’ is required.
 - 2) When student load is between 16 - 30 students, this amount shall be \$2,000 per month.
 - 3) When student load is between 30 - 50 students, this amount shall be \$4,000 per month
 - 4) This amount increases \$1,000 per month for every increase of 20 students thereafter.



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

- d) The **CWE Team** shall endeavor to maintain a \$10,000 reserve in the **CWE** Budget account and shall notify the **Treasurer** when this reserve amount decreases to less than that amount. This is to ensure **CWE** Staff payroll and operating expenses can be met.
- e) The **CWE Team** shall provide to the **DOWN REACH Ministry Area Leader** their anticipated (next year) budgetary needs prior to October 1st of each year. This will allow the **DOWN REACH Ministry Area Leader** to complete their budget projections by November 1st.

4. **IN REACH Ministry** (HOW WE SERVE HIS PEOPLE)

a) Mission

The **IN REACH Ministry** creates a church-wide environment whose leaders and members show the love of God by serving, supporting and encouraging the **FMC** fellowship family.

b) Leadership

IN REACH Ministry Leader provides leadership to:

- 1) **Deacon Body**
- 2) **Fellowship Team**
- 3) **Caregiving Team**

c) **Deacon Body**

See **Deacon Body** Section III.D (above)

d) **Fellowship Team**

1) Mission

The **Fellowship Team** provides the guidance for, develops, and deploys systems that facilitate fellowship throughout all **FMC** ministries.

2) Ministry Goals

- a) The **Fellowship Team** undergirds and builds up church leadership, church members, families and guests through coordination of activities that foster relationship building and mutual member commitment.



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IV. REACH Ministry Structure - A. REACH Ministry Teams

- b) Fellowship activities include:
 - 1) Fellowship gathering meal preparation and coordination.
 - a) Fellowship hall furniture set-up and take down.
 - b) All kitchen activities including upkeep and cleanliness of kitchen area and appliances.
 - c) Securing workers for food preparation and service; including fellowship Sunday, funerals or church special occasions.
 - 2) Provide Biblical and Member Hospitality.
 - a) Creation and delivery of meals for member families who are experiencing a crisis such as loss of loved one, family member in the hospital or other major trauma.
 - b) Coordinate special and attentive care for “shut-in” church members.
 - c) Creation and development of special love gifts for individuals experiencing high stressful situations.
 - d) Gather and collect supplies to assist other ministries that provide Biblical hospitality to the needy, regardless of church affiliation, (FISH, etc.).
 - 3) Prepare Fellowship Hall and church kitchen to support ministry activities.
 - 4) Church Decorations:
 - a) Sanctuary flowers
 - b) Sanctuary windows decorations
 - c) Water plants in the church
 - d) Decorate for special occasions (i.e., Christmas and Easter)
 - 5) Scholarship Support
 - a) Scholarship recipients shall be **FMC** Members, at least 18 years of age who will be pursuing full time Ministry to Jesus Christ as Lord.



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

e) **Caregiving Team**

1) Mission

The **Caregiving Team** provides love and support to **FMC** members that are **caregivers** (one who cares for a family member needing personal or custodial care in the home) by providing personal care **to the caregiver**. This is done through intentional coordination of activities, often over a long period of time.

2) Ministry Goals

The **Caregiving Team** meets the needs of the **caregiver** (not the individual requiring care) in the **FMC** family, by assisting with care and support in the following areas;

- a) Spiritual care due to fatigue that occurs when caring for someone else.
- b) Personal emotional support (friendship)
- c) Nutrition, wellness and fitness
- d) Transportation
- e) Managing household affairs
- f) Home repair and maintenance
- g) Education regarding services available for those needing care.

5. **OUT REACH** (HOW WE REACH LOST PEOPLE)

a. Mission

The **OUT REACH Ministry** shares the love of Christ through prayer, evangelism and the giving of time and money to local, regional, national, and international mission endeavors.

b. Leadership

OUT REACH Ministry Area Leader provides leadership to:

- 1) **Missions Team**
- 2) **Welcoming Team**
- 3) **Online Team**



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

c. **Missions Team**

1. Mission

The **Missions Team** shares the love of Christ through support of Christian organizations and church led projects that seek to meet the needs of God's children.

2. Ministry Goals

- a) Provide monetary assistance to worthy organizations doing God's work.
- b) Participate in local, national, and international campaigns to improve the living conditions, both physical and spiritual, of God's children.
- c) Develop an outward serving ministry for **FMC** church members.

d. **Welcome Team**

1. Mission

The **Welcome Team** will offer a warm welcome to visitors as well as information useful in making their visit as enjoyable as possible.

2. Ministry Goals

- a) The **Welcome Team** desires to warmly greet each visitor and to give them a gift bag that includes pertinent church information.
- b) Coordinate visitor follow-up activities with the **Lead Pastor**.
- c) Collect offerings and tithes at church services and other special events.
- d) Develop a **list** of members to serve in the Welcome Center each Sunday Morning.
- e) Staff the Welcome Center as needed.

e. **Online Team**

1. Mission

The **On-Line Team** will share digital information about activities occurring at **FMC** along with educational and devotional content that can be viewed by church members and the public.



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

2. Ministry Goals

- a) Provide an up-to-date and ever-evolving website to include monthly events and informational content relating to **FMC** ministry efforts.
- b) Actively investigate, evaluate and make timely recommendations for monitoring and expanding **FMC** online presence, marketing and communication between members of the public, church members and staff, for all church ministry efforts (including **FMC** Website, Facebook, Twitter, Pinterest, Instagram, etc.)
- c) Post recorded sermons and other special events for viewing by members and the public.
- d) Post Biblically-centered educational content for teaching God's word.
- e) Post live streaming of Bible studies, podcasts, and forums.

6. **UNDER REACH** (HOW WE SUPPORT HIS PEOPLE)

a. Mission

The **UNDER REACH Ministry** creates a church wide environment whose leaders and members serve and worship God at all times and in every activity by supporting the infrastructure necessary to complete ministry activities.

b. Leadership

OUT REACH Ministry Area Leader provides leadership to:

- 1) **Building and Equipment Team**
- 2) **Property Team**
- 3) **Fleet Team**
- 4) **Servanthood Team**
- 5) **Accountability Team**
- 6) **Trustees Team**



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

c. **Building and Equipment Team**

1. Mission

The **Building and Equipment Team** provides guidance and upkeep of all buildings and parsonages to maintain a safe and pleasing experience necessary to conduct all **FMC** ministries.

2. Ministry Goals

- a) **Building and Equipment Team** will provide maintenance for the Church buildings, CWE building, parsonages, picnic shelter, garages and any other annex owned by the church.
- b) Oversee installation and maintenance of all **FMC** Campus security equipment; including being responsive to all security alerts, coordinating with local law enforcement as necessary, including providing investigative assistance.
- c) Provide maintenance in the following areas: electrical power distribution equipment, plumbing, piping, boilers, heat, air conditioning, pump, waste facilities, drains etc.
- d) Provide guidance for capital-intensive projects.
- e) Coordinate with the **Properties Team** when projects overlap.

d. **Properties Team**

1. Mission

The **Properties Team** provides guidance for and oversees upkeep and security of all grounds to maintain a safe and pleasing experience for all **FMC** ministries.

2. Ministry Goals

- a) Provides routine maintenance and upkeep of the grounds for all church property, two parsonages, and the Cemetery. This includes, but is not limited to:
 - 1) Cutting of grass and weed elimination
 - 2) Maintaining shrubs and trimming trees
 - 3) Fencing and gates



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IV. REACH Ministry Structure - A. REACH Ministry Teams

- 4) Electrical power / distribution equipment NOT serviced by Utility personnel
 - 5) Maintenance of walkways, parking lots, roadways, gates and external water drainage systems.
 - 6) Coordinates family planning, record keeping, funds collection and plot maintenance of the Cemetery.
- b) Provides guidance for property capital-intensive projects.
 - c) Coordinates with the **Building and Equipment Team** when projects overlap.

e. **Fleet Team**

1. Mission

The **Fleet Team** provides oversight for maintenance of all vehicles owned by the church including buses, vans, trailers and motorized lawn equipment.

2. Ministry Goals

- a) Provide routine and/or oversee corrective maintenance and care of all vehicles / lawn equipment owned by the church.
- b) Provides guidance for capital-intensive purchase of new vehicles / lawn equipment.
- c) Oversee sale of existing vehicles / lawn equipment when needed.
- d) Maintain list of **FMC** authorized drivers, and notify insurance company accordingly.

f. **Servanthood Team**

1. Mission

The **Servanthood Team** provides guidance and support for all Ministerial and church staff related issues.

2. Ministry Goals

- a) Development of job description and performance expectations for Pastoral and church staff.
- b) Assist Ad Hoc Pastoral Search Teams with recruitment and evaluation of all Pastoral candidates through development of Pastoral expectations.



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

- c) Determination of Pastoral and Church staff initial compensation requirements, marketplace comparison and ongoing Pastoral and Church Staff annual adjustments, in concert with the **Accountability Team**.
- d) Development of performance standards and completion of annual Pastoral Staff performance assessments, in cooperation with the **Deacon Body**.
- e) Development of performance standards and completion of annual Church staff performance assessments, in cooperation with the **Lead Pastor**.
- f) Confidential generation and retention of documentation for all employment related issues.
- g) Assist **Lead Pastor** in ongoing professional development of Church staff.
- h) Mediate any conflicts between Pastoral staff and Church staff.

g. **Accountability Team**

1. Mission

The **Accountability Team** provides oversight and management of the church's operation and financial resources.

2. Ministry Goals

- a. Oversees management of the church operation and all financial assets (Church financial stewardship).
- b. Assist the **Lead Pastor** to educate church members in Biblical accountability (Individual stewardship).
- c. Responsible for collection, tabulation and protection of the church member's tithes, offerings, gifts, and donations (Teller duties).
- d. Projecting the future financial needs and expenditure planning of all church ministry activities (Budget).
- e. Safeguarding the accurate accounting for all funds disbursed for ministry purposes (Auditing).
- f. Oversees church leadership compliance with church operations (Constitution and By-Laws).



Four Mile Creek Baptist Church Proposed By-Laws



IV. REACH Ministry Structure - A. REACH Ministry Teams

h. **Trustees Team**

See Section III.C (above)

V. Ad Hoc Ministry Activities

A. **General Rules for Ad Hoc Ministry Activities**

1. Ad Hoc Ministries exist to serve specific ministry needs and/or to serve a specific membership group. They are intended to be less formal and therefore more vibrant.
2. Leadership and structure shall be determined by its membership, independent of **FMC** control.
3. Their missions include the following:
 - a) Encourage individuals to participate in international and local mission activities.
 - b) Lead and organize special mission projects, especially those in the local community capable of utilizing the unique and special skills of its members.
 - c) Provide a forum for church-community partnerships and common intra and inter-denominational mission projects.

B. **Women’s Missionary Union (WMU)**

WMU exists to combine resources for Ministry which have Missions at its heart, which are predominately promoted and conducted by the women of the church.

C. **Men’s Tuesday Bible Study**

Men’s Tuesday Bible Study exists to provide an interactive forum for exploring the Bible, its teaching and connecting Christian Men in common mission.

D. **Ladies Tuesday Prayer Group**

Ladies Tuesday Prayer Group exists to combine resources from local churches for the purpose of personal and specific prayer for the church and the mission of Christ on the world.

E. **Friendship Café Senior Ministry**

Friendship Café exists to provide a forum for our Senior adults to come together from different local churches for the purpose of personal and specific prayer, fellowship and education about pertinent topics unique to aging and its challenges.



Four Mile Creek Baptist Church Proposed By-Laws



V. Ad Hoc Ministry Activities – F. Shut-In Ministry

F. Shut-In Ministry

The Shut-In Ministry serves to meet the specific needs unique to those church members that are no longer able to attend regular worship services.

VI. Meetings

FMC shall conduct the following meetings;

A. Worship Services

1. The church shall meet regularly, at least each Sunday, for preaching, instruction, evangelism, and for the worship of Almighty God.
2. These meetings will be open to church membership and members of the general public, provided they remain respectful of **FMC** traditions.
3. These meetings shall be conducted under the guidance of the **Lead Pastor** and the **Worship Team**.

B. Sunday School Sessions

1. This shall occur on Sunday before or after the weekly Worship Service.
2. These are normally divided by the general ability of the learner (those in attendance) and often by age groups.

C. Bible Study Sessions

1. The church shall meet regularly on Wednesday evening for Bible study and prayer.
2. These are normally divided by the general ability of the learner (those in attendance) and often by age groups.

D. Prayer Group Sessions

FMC Members may utilize the church buildings to conduct regularly scheduled Prayer Groups or groups for other activities that enhance fellowship, spiritual discipleship and/or Biblical education.



Four Mile Creek Baptist Church Proposed By-Laws



VI. Meetings –E. Regular Business Meetings

E. Regular Business Meetings

1. These business meetings shall be conducted under “Roberts Rules of Order, Revised” as the authority for parliamentary rules of procedure.
2. The church shall meet regularly once per quarter to discuss the business of the church.
3. **Quorum** - There must be at least fifty (50) church members (age 18+) present at a church business meeting (Regular or Special) to constitute a quorum. Votes conducted without a Quorum will not be binding on church policy or activities.
4. Business Meeting Agenda shall include, at a minimum, the following items:
 - a. Discussion and Approval of “Minutes from Previous Meeting”
 - b. **Treasurer** Report
 - c. **Lead Pastor** Report
 - d. **UP REACH** Ministry Leader Report
 - e. **DOWN REACH** Ministry Leader Report
 - f. **IN REACH** Ministry Leader Report
 - g. **OUT REACH** Ministry Leader Report
 - h. **UNDER REACH** Ministry Leader Report
 - i. Old Business
 - j. New Business
5. A Summary of the meeting, called Meeting Minutes, shall be recorded by the **Clerk** and distributed for comment by the **Church Administrator** via email within 7 days of the Business Meeting. These shall be discussed and voted upon at a subsequent business meeting.



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VI. Meetings - F. Special Business Meetings

F. Special Business Meetings

1. A Special Called Business Meeting may be held to consider special matters of significant or urgent nature where awaiting the next regular Business Meeting would be unhelpful.
2. A two week notice must be given for the special called business meeting.
3. A Summary of the meeting, called Meeting Minutes, shall be recorded by the **Clerk** and distributed for comment by the **Church Administrator** via email within 7 days of the Business Meeting.

VII. Financials

FMC shall utilize solid Biblical Stewardship principles and standard accounting methodologies to manage **FMC** financial resources.

A. Biblical Stewardship

1. **FMC** shall utilize Biblical Stewardship principles in all its financial planning which includes contributing to mission funds and activities “beyond its own walls.” This means supporting Missionaries or Ministries to further the spread of the Gospel worldwide.
2. **FMC** should regularly provide instruction to **FMC** members on the personal application of Biblical Stewardship principles in their own lives - including an understanding of and commitment to the Biblical concepts of individual and corporate stewardship. This shall be done through use of e-mail and text messaging, literature distribution, Bible Study lessons and Worship Service sermons.

B. FMC Ministry Budget

1. **FMC** Budget Development

FMC shall develop, function with and evaluate expenses using an annually approved Budget. The **FMC** Budget should;

- a. Utilize Zero-based annual budgeting each year, encouraging each ministry area to plan and justify anticipated expenses.
- b. The **Servanthood Team** should provide information regarding salaries, benefits and associated increases.
- c. The budget should be developed through the combined efforts of the individual **REACH Ministry Area Leaders** (with input from their respective **REACH Team Leaders**), the **Treasurer** and the **Accountability Team**.



Four Mile Creek Baptist Church Proposed By-Laws



VII. Financials - B. FMC Ministry Budget

2. Budget Approval Process

- a. Two weeks prior to the November Quarterly Business Meeting, the budget shall be distributed via email (by **Church Administrator**) to all church members and/or made available via paper format for distribution at a Worship Service.
- b. At the November Quarterly Business Meeting, the **Treasurer** shall present the Budget to church membership for further discussion, debate and approval by majority vote.
- c. Specific budgetary items shall be openly discussed by church members, with explanations provided by the **REACH Ministry Area Leaders**, until a vote of church members to approve the budget is called by the **Church Moderator**.
- d. The budget is considered "Approved" upon majority vote of members present, provided there is a quorum. (See Page 39 - Section VI.E.4 for definition of Quorum).

3. Unanticipated Expenses

- a) Unplanned expenditures by a **REACH Ministry Area** exceed \$3,000 for any one project, common intent or endeavor require expenditures to be approved in advance by majority church vote.
- b) When any budget line item exceeds the budgeted amount, majority church vote shall be required.

C. Tithes, Offerings, Gifts and Donations

FMC shall utilize a transparent process for collection counting, safeguarding, and temporary storage (prior to depositing in authorized Bank accounts) for all funds received. This shall be overseen by the **Accountability Team** and shall include:

1. Regular Worship Services shall provide an offering and tithing opportunity.
2. Funds shall be collected and counted using a two-person rule for safeguarding.
3. Those members who count money during weekly offerings are NOT required to be bonded.



Four Mile Creek Baptist Church Proposed By-Laws



VII. Financials - C. Tithes, Offerings, Gifts and Donations

4. All individuals responsible for monetary accounting shall be indemnified for personal dishonesty under the **FMC** insurance policy. These include:
 - a. **Treasurer.**
 - b. **UNDER REACH Ministry Team Leader.**
 - c. **Accountability Team Leader.**
 - d. **Bookkeeper.**
 - e. **Church Administrator.**
5. All contributions shall be put in the general fund of the **FMC** Budget, except contributions made to special causes.
 - a. This general fund shall be divided according to the church approved annual budget.
 - b. Special causes will be defined by the **Accountability Team** and approved by the church.
6. **FMC** may employ an online giving capability (if desired).
7. **FMC** may employ an *Offering and Tithing Collection Box*, providing the box is secure (if desired).

D. Disbursement

FMC shall utilize a “Two-Signature per Check” Approval process. Only individuals authorized by the **Accountability Team** are allowed to sign checks.

E. Tracking and Reporting

FMC shall utilize a totally transparent Financial accounting process including:

1. The **Treasurer** shall present a Financial report to church members at each Quarterly Business Meeting.
2. Utilize financial accountability through use of verifiable tracking mechanisms (i.e., Financial and/or Accounting software).
3. Require a Financial Audit of the church Finances (Software and Organizational Budget) at least once every three years.



Four Mile Creek Baptist Church Proposed By-Laws



VII. Financials - C. Tithes, Offerings, Gifts and Donations

VIII. Amendments

Modifications to the Church Constitution and/or By-Laws may be made with following conditions:

- A. Any proposed change must be distributed to church membership via email and/or paper distribution at least 30 days prior to discussion / debate on the proposed change.
- B. The Accountability Team, working in concert with the Church Administrator must endeavor to respond to inquiries regarding the proposed changes within 7 days of inquiry.
- C. The discussion and debate on the proposed change shall occur at either a regular business meeting or a special called business meeting prior to a vote by church membership.
- D. The "Date of Implementation" of changes to the Constitution and/or By-Laws shall be specified with the proposed changes documentation, and be considered as part of the discussion, debate and vote.
- E. A vote for approval shall be considered successful if a 75% of those present approve of the proposed change, provided a quorum is present. (See Page 39 - Section VI.E.4 for definition of Quorum).

THIS CONCLUDES THE CHURCH BY-LAWS