

## 2022 Amendment Guide – Proposed April 24, 2022

The document on the preceding pages is the Broadview Constitution and Bylaws with proposed changes.

- ~~Strikeouts~~ indicate text removed.
- **Blue and bold text** indicate text added.

At our Business Meeting and Potluck Dinner on April 24 at 5pm, the Leadership Team will be making the following motion to amend our Constitution & Bylaws:

**Motion : To create and maintain a comprehensive Policy and Procedures Manual.**

Location of change & explanation:

- **Page 16, lines 7-12** – This establishes the creation, parameters, and maintenance of a comprehensive Policy and Procedures Manual. The reasons for the Manual are: (1) to bring together all church policies and procedures in one manual or document; and (2) to make it easier to adjust policies and procedures in the future, rather than having to make a change to the bylaws. As a general principle, it is best for specific procedures to be in a document referenced by the bylaws rather than in the bylaws themselves.
- **Page 17, lines 7-9** – The Finance Committee will recommend to the church financial policies and procedures for inclusion in the Manual.
- **Page 17, lines 14-15** – All specific financial procedures are being moved to the Manual.
- **Page 17, lines 32-34** – The Nominating Committee will recommend to the church nominating policies and procedures for inclusion in the Manual.
- **Page 19, lines 6-8** – The Personnel Committee will recommend to the church personnel policies and procedures for inclusion in the Manual.

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**Constitution**  
**Broadview Baptist Church**  
**Lubbock, Texas**

5

**ARTICLE I – TITLE**

6 Section 1. That the name of the organization shall be Broadview Baptist Church of  
7 Lubbock, Texas. This church shall be composed of members who have been  
8 baptized by immersion on a profession of their repentance toward God and  
9 faith in Jesus Christ as Lord and Savior and shall be independent, autonomous,  
10 and a self-governing body. This corporation is organized without capital  
11 stock and is not organized for profit.

12 Section 2. This organization is organized and shall be operated for the purpose of  
13 engaging in religious worship and promoting the spiritual development and  
14 well-being of individuals. Its assets are pledged for use in performing its  
15 religious functions.

16

**ARTICLE II – PURPOSE**

17

18 Section 1. The purpose for which Broadview Baptist Church is formed is to support  
19 public worship of God, and the promulgation of the gospel of the Lord Jesus  
20 Christ, and such missionary, educational, and charitable work as is usual and  
21 customary among Baptist churches cooperating with the Southern Baptist  
22 Convention.

23 Section 2. The church is a Theocracy; Jesus Christ is the head of the church. Members  
24 will strive by spiritual discernment to determine God's will on all items of  
25 business. The church will wait before the Lord in prayer and contemplation  
26 in order to understand the Lord's will and come to a consensus agreement of  
27 75% of those attending a business meeting concerning the discernment of  
28 God's will.

29 Section 3. It shall be the responsibility of all members to care for those who are  
30 noticeably absent from the ministry and service of the church (Hebrews  
31 10:23-25). Attention should be given to them in a spirit of loving concern

1 and attempts made to determine the reasons for their absence and restore them  
2 into the active ministry and service of the church.

3  
4 **ARTICLE III – STATEMENT OF FAITH AND CHURCH COVENANT**

5 Section 1. The standard of faith and practice of this church shall be in keeping with the  
6 New Testament and in conformity with The Baptist Faith and Message  
7 (2000), as adopted by the Southern Baptist Convention, and the majority  
8 consensus of the church.

9 Section. 2. Belief Statement on Biblical Marriage and Sexuality

10 We believe that the term ‘marriage’ has only one meaning and that is  
11 marriage sanctioned by God which joins one man and one woman in a single,  
12 exclusive union, as delineated in Scripture.

13 We believe that God intends sexual intimacy to only occur between a man  
14 and a woman who are married to each other. We believe that God has  
15 commanded that no intimate sexual activity be engaged in outside of a  
16 marriage between a man and a woman.

17 We believe that any form of sexual immorality, such as adultery, fornication,  
18 homosexuality, bisexual conduct, bestiality, incest, pornography, or any  
19 attempt to change one’s sex, or disagreement with one’s biological sex, is  
20 sinful and offensive to God.

21 We believe that in order to preserve the function and integrity of the church  
22 as the local Body of Christ, and to provide a biblical role model to the church  
23 members and the community, it is imperative that all persons employed by the  
24 church in any capacity, or who serve as volunteers, should abide by and agree  
25 to this Belief Statement on Biblical Marriage and Sexuality and conduct  
26 themselves accordingly.

27 We believe that God offers redemption and restoration to all who confess and  
28 forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

29 We believe that every person must be afforded compassion, love, kindness,  
30 respect, and dignity. Hateful and harassing behavior or attitudes directed  
31 toward any individual are to be repudiated and are not in accord with  
32 scripture nor the doctrines of the church.

1 Any wedding or event planned to be held in our building facility is required  
2 to be in agreement with our Belief Statement on Biblical Marriage. Any  
3 person or persons not in agreement with our Belief Statement on Biblical  
4 Marriage would be denied use of our facility based on our beliefs.

5 Section 3. Church Covenant

6 We, the members of Broadview Baptist Church, do hereby covenant with  
7 each other before God to:

8 Gather regularly with God’s family for worship (Luke 4:16; Mark  
9 1:21).

10 Grow closer to God and one another through relationships in small  
11 groups (Acts 2:46-47; 2 Tim. 2:2; Heb. 10:24-25).

12 Give faithfully and generously of our time, efforts, and finances to  
13 God’s work at Broadview (Micah 6:8; Luke 4:16-21; Rom. 12:6-8).

14 Go and help other people in our lives follow Jesus (Matt. 9:11; 28:16-  
15 20).

16 Guard the Body of Christ by loving one another, following the biblical  
17 leadership of the church’s pastors, engaging in God-honoring  
18 conversations, and submitting to the authority of the Scriptures as the  
19 final arbiter on all issues (1 Thess. 4:9; Heb. 13:7; Eph. 4:31-32; 2 Tim.  
20 3:16-17)

21  
22 **ARTICLE IV – MEMBERSHIP**

23 Section 1. The membership shall consist of those persons who have been baptized by  
24 immersion on a profession of their repentance toward God and faith in Jesus  
25 Christ as Lord and Savior.

26 Section 2. Persons shall be received into the membership by 75% consensus of the  
27 church upon one of the following conditions:

28 A. Baptism: Upon evidence of regeneration by public profession of  
29 faith in Christ and submission to scriptural baptism.

30 B. Letter: Presentation of a Letter of Recommendation from a sister  
31 church which adheres to the fundamental doctrines as accepted by

1 this church. Applications for membership may be made with letter  
2 in hand or on promise of such letter. Membership becomes  
3 effective upon receipt of the letter by the church clerk.

4 C. Statement: An applicant for membership may make a statement of  
5 faith, baptism, and church membership when for any unavoidable  
6 reason a church letter cannot be obtained.

7 D. Restoration: Any person whose membership has been terminated  
8 (section 4.c.) for any offense may be restored by a majority vote of  
9 the church, upon evidence of his/her repentance and reformation.

10 Section 3. All members shall recognize the authority of the church and their  
11 accountability as members to it. The church shall have the right to  
12 administer, reprove, rebuke, or to withdraw fellowship.

13 A. In all personal offenses the members shall be governed in their  
14 conduct by the provisions of Matthew 18:15-17, "If your brother  
15 sins against you, go and show him his fault, just between the two  
16 of you. If he listens to you, you have won your brother over. But  
17 if he will not listen, take one or two others along, so that every  
18 matter may be established by the testimony of two or three  
19 witnesses. If he refuses to listen to them, tell it to the church; and if  
20 he refuses to listen even to the church, treat him as you would a  
21 pagan or a tax collector." (NIV) In all public offenses, the church  
22 shall deal with a member according to 1 Corinthians 5 and  
23 Galatians 6:1, "Brothers, if someone is caught in a sin, you who are  
24 spiritual should restore him gently. But watch yourself, or you also  
25 may be tempted." (NIV)

26 B. If the member refuses to repent, then the matter shall be brought to  
27 the attention of the Church Leadership Team. All matters of a  
28 disciplinary nature, affecting the fellowship of the church, must be  
29 commenced and concluded at a regular business meeting or a  
30 special business meeting, duly convened and appointed for that  
31 purpose. No disciplinary meeting shall be held unless the member  
32 has been given at least ten (10) days prior notice in writing and has  
33 an opportunity to be present and to be heard.

34 Section 4. Membership shall terminate upon any one of the following conditions:

1 A. Death: Upon notice of death of a member; the church clerk will  
2 drop that person from membership.

3 B. Removal from the Roll: Before recommending that a church  
4 member is removed from membership in this church without the  
5 express consent of the member, the pastors shall seek to contact the  
6 member. Any church member may be removed from membership  
7 in this church by 75% consensus of the church due to any of the  
8 following means:

9 1. By Letter: Letters of recommendation will be granted to  
10 churches of like faith and order upon request of said church.

11 2. When the church receives a request from the member or  
12 from another church to be removed from the membership.

13 3. When it is known that the member is attending another  
14 church.

15 4. When it is known that the member has permanently moved  
16 away from the Lubbock area.

17 5. When the member has not participated in the church in two  
18 years and efforts to contact the member have been  
19 unsuccessful.

20 6. Church discipline leading to expulsion: In case of a member  
21 violating the covenant of fellowship, reflecting upon  
22 Christian standards of morality, or denying belief in the  
23 fundamental doctrines of the church, such member shall be  
24 dealt with by methods in accordance with Article IV,  
25 Section 3 above.

## 26 27 **ARTICLE V – OFFICERS AND ORGANIZATION**

28 Section 1. General Church Officers: Officers of the church shall be Pastor, Church Staff,  
29 Deacons, Trustees, Treasurer, and Clerk. The church may elect such others as  
30 may be deemed necessary.

31 The election and duties of these officers are:

1 A. Pastor: He shall be elected by the church upon recommendation of  
2 a pastor search committee previously authorized by this church and  
3 shall serve indefinitely at the will of the church and/or until the  
4 relationship is terminated by mutual consent. The election of the  
5 pastor shall require an affirmative vote by secret ballot of three-  
6 fourths of the members present at a business meeting announced  
7 one week previously for the purpose of calling a pastor. The pastor  
8 shall be responsible for the regular and appointed times of worship  
9 services, and attention to the spiritual welfare of the membership.  
10 He shall be an ex-officio member of all committees of the church.

11 B. Church Staff: This church shall call or employ such staff members  
12 as the church shall need. A job description shall be written when  
13 the need for staff members is determined. Vocational staff  
14 members other than the pastor shall be recommended to the church  
15 by the Personnel Committee and employed by church action.

16 C. Deacons: There shall be an active Deacon body elected by the  
17 church. The Deacons are servants of the church and not its rulers.  
18 They shall, subject to the wishes of the church, cooperate with and  
19 assist the pastor. They shall not encroach upon the pastor's duties  
20 as spiritual leader. They shall, in general, minister to the family and  
21 charitable affairs of the church in accordance with the scriptural  
22 office and duties. The qualifications of a deacon shall be those set  
23 forth by the Scriptures (Acts 6:3, 1 Timothy 3:8-13) and such other  
24 qualifications as the church may from time to time prescribe. They  
25 shall serve at the church's discretion.

26 The church shall have as many deacons as is deemed wise and  
27 necessary. These may be ordained by this church or may be such  
28 as have been ordained in other Southern Baptist churches.

29 It shall be expected that each candidate for deaconship shall have  
30 met the scriptural requirements of 1 Timothy 3 and proven his  
31 dedication and loyalty to this church.

32 Ordained deacons joining from other Southern Baptist churches  
33 shall be inactive until voted active by the church, after at least six  
34 (6) months of active church membership.

1 It shall be the duty of the deacons to assist the pastor in the  
2 administration of the ordinances and in the cultivation of the  
3 spiritual life and fellowship of the church. They will also give  
4 advice and counsel to the pastor in general administration of the  
5 church.

6 The deacons shall recommend to the church one of their number  
7 for election as chairman. The chairman of the deacons will lead  
8 them to organize themselves for the efficient service of the men in  
9 pursuit of the above duties.

10 1. Election of Deacons: As the pastor and deacons deem it  
11 wise and necessary, names of candidates to be considered for  
12 election as deacons will be accepted, in writing, from the  
13 church members. Each candidate will be considered by the  
14 pastor and active deacons and consulted with as to his  
15 willingness to serve, salvation experience, and satisfaction of  
16 qualifications. If married, each nominee's wife should also  
17 be consulted regarding support of her husband's ministry as  
18 a deacon. After all nominees have been consulted and  
19 approved by the deacons, the list of their names shall come  
20 before the church to be voted on at a regular business  
21 meeting. Voting should be by secret ballot with the ability  
22 to vote for or against each name on the list. A 75%  
23 affirmative vote of those present and voting is necessary to  
24 elect a deacon. After a deacon is elected and has completed  
25 sufficient training, appropriate ordination services will be  
26 scheduled under the leadership of the pastor. Each elected  
27 deacon will acknowledge acceptance of the position by  
28 signing a Deacon Commitment Card, which will include  
29 the following requirements and commitment statements.

30 2. Qualifications of a Deacon: The Office of Deacon is not a  
31 position or office given in order to honor a man but an  
32 office for service to Christ through the church. Any other  
33 concept does injustice to the New Testament record of Acts  
34 6 and 1 Timothy 3.

35 i. Deacon Requirements



- 1) To attend deacon's meetings
- 2) To attend worship services
- 3) To be a committed tither
- 4) To actively participate in deacon ministry programs

ii. Deacon commitment (1 Timothy 3:3-13):

In assuming the responsibilities of the deaconship, I recognize fully the great importance of this position and thus enter into it with a sense of renewed dedication to Christ and the Church.

As a deacon, I shall conduct myself in a manner worthy of the office I hold. I accept this position with the full knowledge that it is one of service to my church. I will fulfill the duties imposed upon me by the action of the church.

In a particular way, I will seek to set an example of loyalty to the church in supporting her program with my tithes and offerings, and in participating as actively as possible in all her programs. I also avow my agreement with the doctrines of the Bible as commonly interpreted by Southern Baptist churches.

I am in full agreement with the qualifications, requirements, and commitment mentioned above, and hereby knowingly and willingly affix my signature.

3. Inactive Status of a Deacon: A deacon may be placed on inactive status either by his initiative or by the church's initiative.

- i. Deacon's Initiative: If the deacon decides to be inactive, a written notice should be presented in person to the pastor and the active deacons. After counsel, discussion, and prayer, the deacons will

1 determine if indeed the individual should be placed  
2 on inactive status as a deacon. This recommendation  
3 should come before the church at a regular business  
4 meeting.

5 ii. Church's Initiative: If it is determined by the active  
6 deacons and the pastor that an individual deacon is  
7 not fulfilling the requirements and qualifications of a  
8 deacon as listed in this document, and after a  
9 conference with that individual he demonstrates that  
10 he will not be able to be active in the reasonable  
11 future, then the deacon body may recommend to the  
12 church that the deacon be placed on inactive status.  
13 This recommendation should come before the  
14 church at a regular business meeting.

15 iii. Return to Active Status: An inactive deacon may  
16 only return to active deacon status by action of the  
17 church with a recommendation of the active deacon  
18 body.

19 4. Dismissal of a Deacon: A deacon may be dismissed from his  
20 duties either by his initiative or by the church's initiative.

21 i. Deacon's Initiative: If the deacon decides to step  
22 down from his duties, a written notice should be  
23 presented in person to the pastor and the active  
24 deacons. After counsel, discussion, and prayer the  
25 deacons will determine if indeed the individual  
26 should be dismissed as a deacon. This  
27 recommendation should come before the church at a  
28 regular business meeting.

29 ii. Church's Initiative: If it is determined by the active  
30 deacons and the pastor that an individual deacon is  
31 not fulfilling the requirements and qualifications of a  
32 deacon as listed in this document, and after a  
33 conference with that individual, he demonstrates no  
34 intention of doing so, then the deacon body may

1 recommend to the church that the deacon be  
2 dismissed from his duties. This should be presented  
3 at a regularly scheduled business meeting.

4 D. Trustees: There shall be a Board of Trustees consisting of not less  
5 than three nor more than fifty members, elected by and serving at  
6 the will of the church. They shall act for the church in legal  
7 matters but must have the authority of the church for such action.

8 E. Treasurer: The treasurer shall be elected annually by the church  
9 and shall supervise the receiving and disbursing of funds upon the  
10 authority of the church Finance Committee, or upon special order  
11 of the church.

12 F. Clerk: The clerk shall be elected annually by the church and shall  
13 be responsible for keeping records of the church action and the  
14 membership roll.

15 G. Moderator: The church shall select a moderator and moderator-  
16 elect to preside at all meetings of the church except as might  
17 otherwise be agreed upon by the church. The moderator will serve  
18 a 2-year term. The moderator-elect will serve a 4-year term; after  
19 2 years the moderator-elect will serve as moderator. The  
20 moderator should be gifted as an administrator.

21 Section 2. Employees: All employees of the church will be under the general direction  
22 and at the will of the pastor. The church must authorize such positions and  
23 salaries must be set by church action. The church has final authority in hiring  
24 and termination of employees.

25 Section. 3 Organizations for teaching, training, and activities for men, women, youth,  
26 and children shall be maintained at the will of the church. The church shall  
27 elect officers, teachers, and workers of all such organizations, as necessary, and  
28 regular reports of organizations shall be made to the church.

## 30 ARTICLE VI – COMMITTEES

31 Section 1. Church Leadership Team

- 1 A. The Church Leadership Team will consist of the pastor, ministerial  
2 staff, deacon chairman, trustee chairperson, treasurer, clerk, director  
3 of Sunday school, church secretary, Brotherhood president, all  
4 committee chairpersons, and all ministry team leaders.
- 5 B. Tenure of Office: The tenure of office for positioned members of  
6 the Church Leadership Team shall be the duration of the held  
7 position. All other members shall hold office for the period of the  
8 committee year as specified by the church.

9 Section 2. Church Committees

10 A. The functions and duties of each standing and rotating committee  
11 shall be prescribed by the bylaws of the church.

12 B. Tenure of Office:

13 1. Rotating Committees: Each year one-third of the members  
14 (not counting those who are on the committee by virtue of  
15 their office) shall rotate off and must remain off the  
16 committee for at least one year. Each year the church will  
17 elect for three years as many members for each committee as  
18 have rotated off that year. No person shall serve on more  
19 than one of the following committees: Finance,  
20 Nominating, and Personnel.

21 2. Standing Committees: Committee members serve at the  
22 discretion of the church and are not subject to rotation.

23 3. Ad hoc Committees: These committees shall be established  
24 for a specific purpose. Committee members serve until the  
25 work of the committee is complete.

26 C. The pastor is an ex-officio member of each committee and should  
27 be contacted before each meeting is set.

28 D. Minutes shall be kept of each official meeting of each committee so  
29 that reports can be brought to the church periodically. All  
30 committees will be responsible for turning in a report of all  
31 meetings to the pastor.

32

1 **ARTICLE VII - MEETINGS**

2 Section 1. Members may be received or dismissed as provided under Article IV in any  
3 regular worship service, Sunday and Wednesday, or at a special evangelistic  
4 and revival meeting as deemed appropriate by the church. Messengers to  
5 conventions may also be elected at such meetings.

6 Section 2. Broadview Baptist Church shall conduct quarterly business meetings. The  
7 meetings shall be held after the Leadership Team meets following the end of  
8 each quarter. The date and time of the quarterly business meetings shall be set  
9 by the Leadership Team and shall be published to the entire church no less  
10 than one week prior to the meeting.

11 Section 3. Special or called business meetings of the church may be held only for the  
12 transaction of business of any emergency nature upon the concurrence of the  
13 Church Leadership Team, by giving at least two days prior notice of the time,  
14 place, and purpose of the meeting, except in the case of calling a pastor when  
15 one week's notice shall be given. Announcement of such meeting shall be  
16 made at a regular worship service preceding the business meeting, which must  
17 be held at another regular worship service. No business shall be transacted  
18 except that specified in the call.

19 Section 4. At all regular or special business meetings of the church, each member is  
20 entitled to one vote. All votes must be cast in person and no proxies shall be  
21 authorized, utilized, or recognized. Thirty-five members shall constitute a  
22 quorum for the transaction of business.

23 Section 5. The church shall be governed by God's Word and Robert's Rules of Order in  
24 questions of business procedure.

25 Section 6. The church year for the tenure of all offices, ministry team leaders, and  
26 standing committees (except ministers and deacons) shall commence January  
27 1<sup>st</sup> and end at midnight December 31<sup>st</sup> of that year. In matters of finance, the  
28 fiscal year shall begin on January 1<sup>st</sup> and end at midnight on December 31<sup>st</sup>.  
29 The tenure of office for Sunday school teachers shall commence June 1<sup>st</sup> and  
30 end May 31<sup>st</sup> of each year.

31  
32 **ARTICLE VIII – METHOD OF AMENDMENT**

1 This Constitution and Bylaws may be amended by a three-fourths vote of members present  
2 at a time of a business meeting. Notice and wording of any proposed amendment must be  
3 presented not less than one month prior to action on the amendment.

4

5

**ARTICLE IX – DISCONTINUANCE**

6 On discontinuance of this organization by dissolution or otherwise, its assets are to be  
7 transferred to a religious or charitable organization that is qualified as an exempt  
8 organization under Section 501 (c)(3), Internal Revenue Code of 1954, as amended.



1       **III. CHURCH LEADERSHIP TEAM**

2       The Church Leadership Team will consist of the pastor, ministerial staff, deacon  
3       chairman, trustee chairperson, treasurer, clerk, director of Sunday school, church  
4       secretary, Brotherhood president, all committee chairpersons, and all ministry  
5       team leaders.

6       The major function of the Church Leadership Team is related to facilitating more  
7       effective accountability, communication, and leadership for the church.

8       The leadership chosen by Broadview Baptist Church including, but not limited  
9       to, the pastor, ministerial staff, deacons, church officers, and committees, are  
10      accountable to the Church Leadership Team. Those in leadership positions will  
11      give monthly reports, as available, concerning current issues, planning,  
12      development, and motions to be presented at business meeting. The reports will  
13      be discussed by the Church Leadership Team, and the Church Leadership Team  
14      will determine the agenda for each business meeting. It is important to maintain  
15      and protect the integrity of the Church Leadership Team through honest  
16      discussion, prayer, and mutual respect.

17      The Church Leadership Team will use spiritual discernment and consensus (75%  
18      in agreement) as their decision-making method. The pastor will be the  
19      chairman. In the pastor's absence, the team will select their chairperson.

20      The Church Leadership Team will function to encourage and strengthen the  
21      church staff, church officers, committees, and ministry teams to lead through the  
22      processes and procedures adopted by the church. Church members are  
23      encouraged to address their ideas for growth and edification, issues of concern,  
24      and conflict resolution to the Church Leadership Team. The Church Leadership  
25      Team will direct church member's input to the appropriate church staff, church  
26      officer, committees, or ministry teams for prayerful consideration and appropriate  
27      action.

28      Responsibilities:

- 29           1. Formulate and recommend to the church suggested goals and objectives.
- 30           2. Develop and recommend to the church action plans for reaching church  
31           goals.



- 1           3. Review and coordinate suggested program plans of all church  
2           organizations in order to enhance communication and streamline our  
3           church ministries.
- 4           4. Evaluate church program achievements in terms of church objectives and  
5           goals.
- 6           5. Review committee and ministry team policies, procedures, and duties, and  
7           make recommendations to the church as needed. **A comprehensive Policy  
8           and Procedures Manual shall be maintained by the Leadership Team. It  
9           shall contain the Constitution and Bylaws, Personnel Policies and  
10          Procedures, Financial Policies and Procedures, Nomination Policies and  
11          Procedures, Building Policies and Procedures, and other types of policies  
12          and procedures that the church deems necessary.**

13          The Church Leadership Team will meet prior to any regularly scheduled business  
14          meeting or any special-called business meeting.

#### 15          **IV. CHURCH COMMITTEES**

- 16          A. The functions and duties of each standing and rotating committee shall be  
17          prescribed by the bylaws of the church.
- 18          B. Tenure of Office:
  - 19                1. Rotating Committees: Each year one-third of the members (not  
20                counting those who are on the committee by virtue of their office)  
21                shall rotate off and must remain off the committee for at least one  
22                year. Each year the church will elect for three years as many  
23                members for each committee as have rotated off that year. No  
24                person shall serve on more than one of the following committees at  
25                the same time: Finance, Nominating, and Personnel.
  - 26                2. Standing Committees: Committee members serve at the discretion  
27                of the church and are not subject to rotation.
  - 28                3. Ad hoc Committees: These committees shall be established for a  
29                specific purpose. Committee members serve until the work of the  
30                committee is complete.
- 31          C. The pastor is an ex-officio member of each committee and should be  
32          contacted before each meeting is set.
- 33          D. Minutes shall be kept of each official meeting of each committee so that  
34          reports can be brought to the church periodically. All committees will be  
35          responsible for turning in a report of all meetings to the pastor.

1  
2 **FINANCE COMMITTEE:** This committee shall be a rotating committee made  
3 up of seven members including the church treasurer and church financial  
4 secretary. The committee will elect a chairperson from its members, excluding  
5 the church treasurer and financial secretary. All members of this committee  
6 should be active tithers.

7 **1. This committee shall develop and recommend to the church**  
8 **financial policies and procedures for inclusion in the Policies**  
9 **and Procedures Manual**

10 2. This committee shall submit a report at the quarterly church business  
11 meeting of all income, expenditures, and indebtedness.

12 3. Since the church follows the unified budget, all budget items may be  
13 paid at the discretion of this committee.

14 ~~4. This committee must approve all items costing \$150.00 or more that~~  
15 ~~are not included in the unified budget.~~

16 5. This committee is charged with the responsibility of keeping close  
17 watch on the church's overall financial condition.

18 6. This committee shall recommend budget adjustments as needed,  
19 such as in the case of lower than expected income.

20 7. This committee shall meet at least once monthly.

21 8. This committee shall prepare the annual operating budget using  
22 budget requests from each church ministry leader.

23 9. This committee shall promote and develop the financial campaigns  
24 for the budget for the year and assume the responsibility of leading in  
25 these campaigns.

26 10. This committee shall promote stewardship education.

27  
28 **NOMINATING COMMITTEE:** This committee shall be a rotating committee  
29 composed of three members elected by the church. In addition, it will include  
30 the Sunday school director, who shall serve as chairperson. The church  
31 ministerial staff should also be active on this committee.

32 **1. This committee shall develop and recommend to the church**  
33 **nominating policies and procedures for inclusion in the**  
34 **Policies and Procedures Manual**

35 2. This committee shall lead in staffing all church-related positions filled  
36 by volunteers, including vacancies that occur during the year.

- 1 3. Only members of Broadview Baptist Church may be elected to any
- 2 church office, teaching position, or committee.
- 3 4. This committee shall be responsible for nominating volunteer leaders
- 4 and committee members to the church for election at a business
- 5 meeting before the new church year begins.
- 6 5. This committee shall assist the church program organizational leaders
- 7 to discover and enlist qualified personnel to fill and maintain the
- 8 elected church leadership positions of their respective organizations.
- 9 6. This committee shall meet as often as necessary.

10  
11 **PASTOR SELECTION COMMITTEE:** This is an ad hoc committee.  
12 Members must be at least 18 years old.

- 13 1. This committee shall be elected by secret ballot by the church.
- 14 2. This committee shall establish guidelines for the work of the
- 15 committee.
- 16 3. This committee shall establish:
  - 17 a. The type of pastor the church needs.
  - 18 b. The spiritual qualifications the pastor should possess.
  - 19 c. The prospective pastor's minimum qualifications.
  - 20 d. What the church expects of its pastor.
  - 21 e. What the church will do for the pastor.
  - 22 f. Where the committee looks for a pastor.
  - 23 g. Whom the committee will recommend.
- 24 4. This committee shall gather information about prospective pastors.
- 25 5. This committee shall visit prospective pastors.
- 26 6. This committee shall recommend prospective pastors to the church.
- 27 7. This committee shall notify the prospective pastors of the church's
- 28 decision.

29  
30 **PERSONNEL COMMITTEE:** This committee shall be a rotating committee  
31 composed of at least five members elected by the church.

- 32 1. This committee shall be responsible to the church for all matters
- 33 relating to employed personnel except for calling the pastor.
- 34 2. This committee shall survey the need for additional employees
- 35 and/or new positions and make recommendations to the church
- 36 based on their findings.

- 1 3. This committee shall recruit and interview prospective employees  
2 and recommend their employment to the church.
- 3 4. This committee shall recommend the salaries and develop benefits for  
4 all church employees and shall recommend necessary salary changes  
5 to the Finance Committee.
- 6 5. This committee shall develop and recommend ~~a~~ **to the church**  
7 personnel policies and procedures ~~manual~~ **for inclusion in the**  
8 **Policies and Procedures Manual** that will include:
  - 9 a. Job descriptions for each staff member
  - 10 b. Policies and procedures in the following areas:
    - 11 1) Supervision of staff relationships
    - 12 2) Work schedules
    - 13 3) Absentees
    - 14 4) Vacations
    - 15 5) Holidays
    - 16 6) Salary
    - 17 7) Benefits and pay periods
    - 18 8) Employee meetings
    - 19 9) Conferences and convention attendance
    - 20 10) Training opportunities for self-improvement
- 21 6. This committee shall conduct conferences with all personnel and  
22 review their work at least once a year.
- 23 7. This committee shall administer all questions and issues relating to  
24 the staff.
- 25 8. This committee shall work closely with the pastor in making  
26 suggestions concerning policies, problems, duties, and employment  
27 of the staff.
- 28 9. This committee shall meet as needed.

## 30 V. MINISTRY TEAMS

### 31 A. Creation and Elimination of Ministry Teams

- 32 1. The Church Leadership Team shall recommend to the church the  
33 creation or elimination of as many ministry teams as it deems  
34 necessary to carry out the ministries of the church.
- 35 2. The Church Leadership Team shall make a ministry description for  
36 each ministry team.

1                   3. The church shall create or eliminate ministry teams at a business  
2                   meeting.

3           B. Ministry Team Workers

4                   1. The Nominating Committee shall recommend to the church one  
5                   leader for each ministry team. Each ministry team leader must be an  
6                   active member of the church in good standing.

7                   2. The church shall elect ministry team leaders at a business meeting.

8                   3. Each ministry team leader will be responsible to fill his or her  
9                   ministry team with volunteers that can work together to carry out  
10                  the ministry of that team. The pastors and church staff shall assist in  
11                  connecting available volunteers to the ministry team leader.

12                  Volunteers may join ministry teams at any time.

13                  4. Each ministry team leader will be a member of the Church  
14                  Leadership Team and is expected to participate in meetings and  
15                  decisions.

16                  5. Unless otherwise specified by the church, ministry team leaders and  
17                  volunteers will serve a term concurrent with other elected positions  
18                  in the church listed in Article VII, Section 6 of the Constitution.

19           C. Ministry Team Responsibilities

20                  1. Each ministry team must follow the financial policies established by  
21                  the church and remain within the approved budgeted amount  
22                  allotted for it.

23                  2. Each ministry team leader and volunteers are accountable to the Lord  
24                  Jesus Christ, the church body, the Church Leadership Team, and the  
25                  pastors of the church.