

Proposed Motions to Amend the Broadview Constitution & Bylaws

The attached document is our 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 July 25 at 5pm, the Leadership Team will be making the following three motions to amend our Constitution & Bylaws:

Motion #1: To update our Statement of Faith to that of the Southern Baptist Convention

Location of change & explanation:

- **Page 1, Line 37 to Page 2, line 1** - This change updates our Statement of Faith from The Baptist Faith and Message 1963 to The Baptist Faith and Message 2000. The BF&M 1963 did not have a theological statement on the family, whereas the BF&M 2000 statement on the family speaks to marriage being between one man and one woman, the roles of the husband and wife in marriage, and the blessing of children to the family. The BF&M 2000 also has a stronger statement on the truthfulness, trustworthiness, and sufficiency of Scripture.

Motion #2: To make church membership more meaningful: (1) by updating our Church Covenant to a brief simple, memorable set of expectations, and (2) by clarifying how membership in the church is terminated.

1) Church Covenant

Location of change & explanation:

- **Page 2, line 36 through Page 3, line 13** - This change replaces the current wordy church covenant with a more simple memorable one that is focused on five values all church members should share and actively participate in: Gather, Grow, Give, Go, and Guard.

2) Membership Termination

Location of changes & explanations:

- **Page 5, line 36-37** – This change clarifies that the church clerk may immediately remove members who have died from the membership roll instead of bringing it to a church for a vote.
- **Page 5, line 38 to Page 7, line 6** – These changes require that all membership terminations must be approved by a 75% consensus of the church. The qualifications for removal from membership are expanded to include people we simply are no longer able to contact. Our goal remains to contact absentee members and re-engage them in ministry.

Part B: By Letter (**Page 5, line 38 to Page 6, line 2**) has been moved to Part B, number 1 (**Page 6, lines 15-17**).

Part C: Exclusion (**Page 6, lines 3-7**) has been renamed “Church discipline leading to expulsion” and has been moved to Part B, number 6 (**Page 7, lines 1-6**).

Motion #3: To make the procedures of our Constitution & Bylaws more efficient, consistent, and clear.

Location of changes & explanation:

- **Page 1, line 25** – This changes from 1st person “We” to third-person “The church.”
- **Page 1, line 27** – This change lowers the consensus agreement level in business meetings from 80% to 75% of members present, making it slightly more difficult for a small minority of people to hinder the will of the majority.

The 75% threshold is also reflected at **Page 4, line 29** (receiving members), **Page 8, line 32** (electing new deacons) and **Page 15, line 13** (Leadership Team decisions).

- **Page 11, line 21** – This change removes a redundancy.
- **Page 12, lines 14-16 and Page 16, lines 8-10** – This change removes an unnecessary statement, since we only have 3 standing committees.
- **Page 16, lines 35-37** – This change allows the Finance Committee to make quick decisions about unbudgeted expenses, which is especially necessary during emergencies.
- **Page 17, line 27** – This change implicitly acknowledges that all committees, not just the Pastor Selection Committee, are committees made up of praying people.

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Constitution Broadview Baptist Church Lubbock, Texas

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ARTICLE I – TITLE

- 12 Section 1. That the name of the organization shall be Broadview Baptist Church of
13 Lubbock, Texas. This church shall be composed of members who have
14 been baptized by immersion on a profession of their repentance toward
15 God and faith in Jesus Christ as Lord and Savior and shall be independent,
16 autonomous, and a self-governing body. This corporation is organized
17 without capital stock and is not organized for profit.
- 18 Section 2. This organization is organized and shall be operated for the purpose of
19 engaging in religious worship and promoting the spiritual development
20 and well-being of individuals. Its assets are pledged for use in performing
21 its religious functions.

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ARTICLE II – PURPOSE

- 25 Section 1. The purpose for which Broadview Baptist Church is formed is to support
26 public worship of God, and the promulgation of the gospel of the Lord
27 Jesus Christ, and such missionary, educational, and charitable work as is
28 usual and customary among Baptist churches cooperating with the
29 Southern Baptist Convention.
- 30 Section 2. The church is a Theocracy; Jesus Christ is the head of the church.
31 Members will strive by spiritual discernment to determine God’s will on all
32 items of business. ~~We~~ **The church** will wait before the Lord in prayer
33 and contemplation in order to understand the Lord’s will and come to a
34 consensus agreement of ~~80%~~ **75%** of those attending a business meeting
35 concerning the discernment of God’s will.
- 36 Section 3. It shall be the responsibility of all members to care for those who are
37 noticeably absent from the ministry and service of the church (Hebrews
10:23-25). Attention should be given to them in a spirit of loving concern
and attempts made to determine the reasons for their absence and restore
them into the active ministry and service of the church.

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ARTICLE III – STATEMENT OF FAITH AND CHURCH COVENANT

- 40 Section 1. The standard of faith and practice of this church shall be in keeping with
41 the New Testament and in conformity with ~~1963~~ The Baptist Faith and

1 Message (2000), as adopted by the Southern Baptist Convention, and the
2 majority consensus of the church.

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

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

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

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

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

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

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

28 Any wedding or event planned to be held in our building facility is
29 required to be in agreement with our Belief Statement on Biblical
30 Marriage. Any person or persons not in agreement with our Belief
31 Statement on Biblical Marriage would be denied use of our facility based
32 on our beliefs.

33 Section 3. Church Covenant

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

36 **Gather regularly with God’s family for worship (Luke**
37 **4:16; Mark 1:21).**

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

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

7 **Go and help other people in our lives follow Jesus (Matt.**
8 **9:11; 28:16-20).**

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

14 ~~By Faith, through the Holy Spirit, receive the Lord Jesus Christ as~~
15 ~~our Savior, and on the profession of our faith, having been baptized~~
16 ~~in the name of the Father, and of the Son, and of the Holy Spirit, we~~
17 ~~do solemnly and joyfully enter into covenant as one body in Christ.~~

18 ~~Commit by the power of the Holy Spirit, to walk together in~~
19 ~~Christian love; to strive for the advancement of His Kingdom and~~
20 ~~His church, in knowledge, holiness, and comfort, to promote its~~
21 ~~prosperity and spirituality; to sustain its worship, ordinances,~~
22 ~~discipline, and doctrines.~~

23 ~~Study the inspired Word of God, educate our children religiously,~~
24 ~~seek the salvation of our family and acquaintances, contribute~~
25 ~~cheerfully and regularly to the ministry, be responsible for the~~
26 ~~expenses of the church, the relief of the poor, and spread the gospel~~
27 ~~throughout all nations.~~

28 ~~Be family; to be committed to each other; to love, accept, and~~
29 ~~forgive each other until death or God's call causes us to part. Help~~
30 ~~one another grow toward Christian maturity by bearing one~~
31 ~~another's burdens, encouraging one another, exhorting one~~
32 ~~another, praying for one another, confessing our sins to one~~
33 ~~another, speaking the truth in love to one another, admonishing~~
34 ~~one another, building up one another, teaching one another,~~
35 ~~comforting one another, submitting to one another, serving one~~
36 ~~another, patiently bearing with one another, being hospitable to one~~
37 ~~another, greeting one another, living in peace with one another,~~
38 ~~regarding one another as more important than ourselves, caring for~~
39 ~~one another, exercising our spiritual gifts to serve one another,~~
40 ~~being kind and tenderhearted to one another, being devoted to one~~

1 ~~another, accepting one another, forgiving one another, loving one~~
2 ~~another.~~

3 ~~Live in Jesus Christ and take His commands seriously.~~

4 ~~Invite fellow members to pray for us, teach us, correct us, or rebuke~~
5 ~~us, if necessary, in a spirit of gentleness and humility should we~~
6 ~~stray from our Lord's commands and willfully reconcile because the~~
7 ~~thing we desire most in life is to serve Christ. We voluntarily~~
8 ~~submit ourselves to one another and to the discipline of the church.~~
9 ~~Such discipline will always be for the loving purpose of restoration~~
10 ~~—restoration to fellowship with God and with covenant community~~
11 ~~—and it will always be done in accordance with Matthew 18:15-22.~~

12 ~~Bring honor to the body of Christ by maintaining a good testimony;~~
13 ~~be just in our dealings, faithful to our engagements and examples~~
14 ~~above all.~~

15 ~~Enter into this covenant because we have the common purpose of~~
16 ~~obeying and advancing the kingdom of Christ Jesus.~~

17 ~~Since the blessings and promises of the covenant have been freely~~
18 ~~extended and given to us, out of wonder, love, thanksgiving, and~~
19 ~~reverence, we hereby accept and take up the covenant responsibilities that~~
20 ~~go with such a privilege. This is our reasonable service, and we should do~~
21 ~~nothing less.~~

22 ~~God helps all of us. We rely on His grace and hold fast to His promise that~~
23 ~~there is now no condemnation for those who are in Christ Jesus.~~

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25 **ARTICLE IV – MEMBERSHIP**

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

29 Section 2. Persons shall be received into the membership by ~~80%~~ **75%** consensus of
30 the church upon one of the following conditions:

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

33 B. Letter: Presentation of a Letter of Recommendation from a
34 sister church which adheres to the fundamental doctrines as
35 accepted by this church. Applications for membership may be
36 made with letter in hand or on promise of such letter.

1 Membership becomes effective upon receipt of the letter by the
2 church clerk.

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

6 D. Restoration: Any person whose membership has been
7 terminated (section 4.c.) for any offense may be restored by a
8 majority vote of the church, upon evidence of his/her
9 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;
20 and if he refuses to listen even to the church, treat him as you
21 would a pagan or a tax collector." (NIV) In all public offenses,
22 the church shall deal with a member according to 1 Corinthians
23 5 and Galatians 6:1, "Brothers, if someone is caught in a sin, you
24 who are spiritual should restore him gently. But watch yourself,
25 or you also may be tempted." (NIV)

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

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

36 A. Death: Upon notice of death of a member; the church **clerk** will
37 ~~have authority to drop that person from membership.~~

38 ~~B. By Letter: Letters of recommendation will be granted to~~
39 ~~churches of like faith and order upon request of said church.~~

1 ~~Letters of dismissal may be granted upon request of an~~
2 ~~individual member.~~

3 ~~C. Exclusion: In case of a member violating the covenant of~~
4 ~~fellowship, reflecting upon Christian standards of morality, or~~
5 ~~denying belief in the fundamental doctrines of the church, such~~
6 ~~member shall be dealt with by methods in accordance with~~
7 ~~Article IV, Section 3 above.~~

8 B. Removal from the Roll: **Before recommending that a**
9 **church member is removed from membership in this**
10 **church without the express consent of the member, the**
11 **pastors shall seek to contact the member.** Any church
12 member may ~~remove himself/herself~~ **be removed** from
13 membership in this church **by 75% consensus of the church**
14 **due to** by any of the following means:

15 1. **By Letter: Letters of recommendation will be**
16 **granted to churches of like faith and order upon**
17 **request of said church.**

18 ~~Upon satisfactory evidence that a member has united~~
19 ~~with a church of another denomination, notice shall be~~
20 ~~made at a regular church business meeting and the~~
21 ~~church will drop such member from the roll.~~

22 2. **When the church receives a request from the**
23 **member or from another church to be removed**
24 **from the membership.**

25 ~~By a written request to be removed from the church roll,~~
26 ~~either from the member himself/herself or from the~~
27 ~~church with which they have affiliated.~~

28 ~~3. A church member may be removed from the roll if, after~~
29 ~~every effort has been made to locate the member, the~~
30 ~~member cannot be located.~~

31 3. **When it is known that the member is attending**
32 **another church.**

33 4. **When it is known that the member has**
34 **permanently moved away from the Lubbock area.**

35 5. **When the member has not participated in the**
36 **church in two years and efforts to contact the**
37 **member have been unsuccessful.**

- 1 6. **Church discipline leading to expulsion:** In case of a
2 member violating the covenant of fellowship, reflecting
3 upon Christian standards of morality, or denying belief in
4 the fundamental doctrines of the church, such member
5 shall be dealt with by methods in accordance with Article
6 IV, Section 3 above.

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8 **ARTICLE V – OFFICERS AND ORGANIZATION**

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

12 The election and duties of these officers are:

- 13 A. Pastor: He shall be elected by the church upon recommendation
14 of a pastor search committee previously authorized by this
15 church and shall serve indefinitely at the will of the church
16 and/or until the relationship is terminated by mutual consent.
17 The election of the pastor shall require an affirmative vote by
18 secret ballot of three-fourths of the members present at a
19 business meeting announced one week previously for the
20 purpose of calling a pastor. The pastor shall be responsible for
21 the regular and appointed times of worship services, and
22 attention to the spiritual welfare of the membership. He shall be
23 an ex-officio member of all committees of the church.
- 24 B. Church Staff: This church shall call or employ such staff
25 members as the church shall need. A job description shall be
26 written when the need for staff members is determined.
27 Vocational staff members other than the pastor shall be
28 recommended to the church by the Personnel Committee and
29 employed by church action.
- 30 C. Deacons: There shall be an active Deacon body elected by the
31 church. The Deacons are servants of the church and not its
32 rulers. They shall, subject to the wishes of the church, cooperate
33 with and assist the pastor. They shall not encroach upon the
34 pastor's duties as spiritual leader. They shall, in general,
35 minister to the family and charitable affairs of the church in
36 accordance with the scriptural office and duties. The
37 qualifications of a deacon shall be those set forth by the
38 Scriptures (Acts 6:3, 1 Timothy 3:8-13) and such other
39 qualifications as the church may from time to time prescribe.
40 They shall serve at the church's discretion.

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

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

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

10 It shall be the duty of the deacons to assist the pastor in the
11 administration of the ordinances and in the cultivation of the
12 spiritual life and fellowship of the church. They will also give
13 advice and counsel to the pastor in general administration of the
14 church.

15 The deacons shall recommend to the church one of their
16 number for election as chairman. The chairman of the deacons
17 will lead them to organize themselves for the efficient service of
18 the men in pursuit of the above duties.

- 19 1. Election of Deacons: As the pastor and deacons deem it
20 wise and necessary, names of candidates to be considered
21 for election as deacons will be accepted, in writing, from
22 the church members. Each candidate will be considered
23 by the pastor and active deacons and consulted with as to
24 his willingness to serve, salvation experience, and
25 satisfaction of qualifications. If married, each nominee's
26 wife should also be consulted regarding support of her
27 husband's ministry as a deacon. After all nominees have
28 been consulted and approved by the deacons, the list of
29 their names shall come before the church to be voted on
30 at a regular business meeting. Voting should be by secret
31 ballot with the ability to vote for or against each name on
32 the list. A 75% ~~2/3~~ affirmative vote of those present and
33 voting is necessary to elect a deacon. After a deacon is
34 elected and has completed sufficient training, appropriate
35 ordination services will be scheduled under the
36 leadership of the pastor. Each elected deacon will
37 acknowledge acceptance of the position by signing a
38 Deacon Commitment Card, which will include the
39 following requirements and commitment statements.

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

6 i. Deacon Requirements

7 1) To attend deacon's meetings

8 2) To attend worship services

9 3) To be a committed tither

10 4) To actively participate in deacon ministry
11 programs

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

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

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

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

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

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

36 i. Deacon's Initiative: If the deacon decides to be
37 inactive, a written notice should be presented in

1 person to the pastor and the active deacons. After
2 counsel, discussion, and prayer, the deacons will
3 determine if indeed the individual should be
4 placed on inactive status as a deacon. This
5 recommendation should come before the church at
6 a regular business meeting.

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

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

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

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

33 ii. Church's Initiative: If it is determined by the
34 active deacons and the pastor that an individual
35 deacon is not fulfilling the requirements and
36 qualifications of a deacon as listed in this
37 document, and after a conference with that
38 individual, he demonstrates no intention of doing
39 so, then the deacon body may recommend to the
40 church that the deacon be dismissed from his

1 duties. This should be presented at a regularly
2 scheduled business meeting.

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

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

12 F. Clerk: The clerk shall be elected annually by the church and
13 shall be responsible for keeping records of the church action and
14 the 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
18 serve a 2-year term. The moderator-elect will serve a 4-year
19 term; after 2 years the moderator-elect will serve as moderator.
20 The moderator should be gifted as an administrator.

21 Section 2. Employees: All employees of the church will be ~~employed by the church~~
22 ~~and~~ under the general direction and at the will of the pastor. The church
23 must authorize such positions and salaries must be set by church action.
24 The church has final authority in hiring 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
27 shall elect officers, teachers, and workers of all such organizations, as
28 necessary, and regular reports of organizations shall be made to the
29 church.

31 **ARTICLE VI – COMMITTEES**

32 Section 1. Church Leadership Team

33 A. The Church Leadership Team will consist of the pastor,
34 ministerial staff, deacon chairman, trustee chairperson,
35 treasurer, clerk, director of Sunday school, church secretary,
36 Brotherhood president, all committee chairpersons, and all
37 ministry team leaders.

1 B. Tenure of Office: The tenure of office for positioned members of
2 the Church Leadership Team shall be the duration of the held
3 position. All other members shall hold office for the period of
4 the committee year as specified by the church.

5 Section 2. Church Committees

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

8 B. Tenure of Office:

9 1. Rotating Committees: Each year one-third of the
10 members (not counting those who are on the committee
11 by virtue of their office) shall rotate off and must remain
12 off the committee for at least one year. Each year the
13 church will elect for three years as many members for
14 each committee as have rotated off that year. ~~A person~~
15 ~~shall not serve on more than three (3) committees with~~
16 ~~ad hoc committees being an exception.~~ No person shall
17 serve on more than one of the following committees:
18 Finance, Nominating, and Personnel.

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

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

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

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

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31 **ARTICLE VII - MEETINGS**

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

36 Section 2. Broadview Baptist Church shall conduct quarterly business meetings. The
37 meetings shall be held after the Leadership Team meets following the end

1 of each quarter. The date and time of the quarterly business meetings
2 shall be set by the Leadership Team and shall be published to the entire
3 church no less than one week prior to the meeting.

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

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

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

18 Section 6. The church year for the tenure of all offices, ministry team leaders, and
19 standing committees (except ministers and deacons) shall commence
20 January 1st and end at midnight December 31st of that year. In matters of
21 finance, the fiscal year shall begin on January 1st and end at midnight on
22 December 31st. The tenure of office for Sunday school teachers shall
23 commence June 1st and end May 31st of each year.

24
25 **ARTICLE VIII – METHOD OF AMENDMENT**

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

30
31 **ARTICLE IX – DISCONTINUANCE**

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

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

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

12 The Church Leadership Team will use spiritual discernment and consensus
13 (~~80%~~ 75% in agreement) as their decision-making method. The pastor will be
14 the chairman. In the pastor's absence, the team will select their chairperson.

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

23 Responsibilities:

- 24 1. Formulate and recommend to the church suggested goals and
25 objectives.
- 26 2. Develop and recommend to the church action plans for reaching
27 church goals.
- 28 3. Review and coordinate suggested program plans of all church
29 organizations in order to enhance communication and streamline our
30 church ministries.
- 31 4. Evaluate church program achievements in terms of church objectives
32 and goals.
- 33 5. Review committee and ministry team policies, procedures, and duties,
34 and make recommendations to the church as needed.

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

37 **IV. CHURCH COMMITTEES**

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

3 B. Tenure of Office:

- 4 1. Rotating Committees: Each year one-third of the members (not
5 counting those who are on the committee by virtue of their office)
6 shall rotate off and must remain off the committee for at least one
7 year. Each year the church will elect for three years as many
8 members for each committee as have rotated off that year. A
9 ~~person shall not serve on more than three (3) committees with ad~~
10 ~~hoc committees being an exception.~~ No person shall serve on
11 more than one of the following committees at the same time:
12 Finance, Nominating, and Personnel.
- 13 2. Standing Committees: Committee members serve at the
14 discretion of the church and are not subject to rotation.
- 15 3. Ad hoc Committees: These committees shall be established for a
16 specific purpose. Committee members serve until the work of the
17 committee is complete.

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

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

23
24 **FINANCE COMMITTEE:** This committee shall be a rotating committee
25 made up of seven members including the church treasurer and church
26 financial secretary. The committee will elect a chairperson from its members,
27 excluding the church treasurer and financial secretary. All members of this
28 committee should be active tithers.

- 29 1. This committee shall submit a report at the quarterly church
30 business meeting of all income, expenditures, and indebtedness.
- 31 2. Since the church follows the unified budget, all budget items may
32 be paid at the discretion of this committee.
- 33 3. This committee must approve all items costing \$150.00 or more
34 that are not included in the unified budget.
- 35 4. ~~Committee approved items that are \$500.00 or more that are not~~
36 ~~included in the budget shall be recommended to the church body~~
37 ~~for final approval.~~
- 38 5. This committee is charged with the responsibility of keeping close
39 watch on the church's overall financial condition.
- 40 6. This committee shall recommend budget adjustments as needed,
41 such as in the case of lower than expected income.
- 42 7. This committee shall meet at least once monthly.
- 43 8. This committee shall prepare the annual operating budget using
44 budget requests from each church ministry leader.

- 1 9. This committee shall promote and develop the financial
- 2 campaigns for the budget for the year and assume the
- 3 responsibility of leading in these campaigns.
- 4 10. This committee shall promote stewardship education.

5

6 **NOMINATING COMMITTEE:** This committee shall be a rotating

7 committee composed of three members elected by the church. In addition, it

8 will include the Sunday school director, who shall serve as chairperson. The

9 church ministerial staff should also be active on this committee.

- 10 1. This committee shall lead in staffing all church-related positions
- 11 filled by volunteers, including vacancies that occur during the
- 12 year.
- 13 2. Only members of Broadview Baptist Church may be elected to any
- 14 church office, teaching position, or committee.
- 15 3. This committee shall be responsible for nominating volunteer
- 16 leaders and committee members to the church for election at a
- 17 business meeting before the new church year begins.
- 18 4. This committee shall assist the church program organizational
- 19 leaders to discover and enlist qualified personnel to fill and
- 20 maintain the elected church leadership positions of their
- 21 respective organizations.
- 22 5. This committee shall meet as often as necessary.

23

24 **PASTOR SELECTION COMMITTEE:** This is an ad hoc committee.

25 Members must be at least 18 years old.

- 26 1. This committee shall be elected by secret ballot by the church.
- 27 2. ~~This shall be a praying committee.~~
- 28 3. This committee shall establish guidelines for the work of the
- 29 committee.
- 30 4. This committee shall establish:
 - 31 a. The type of pastor the church needs.
 - 32 b. The spiritual qualifications the pastor should possess.
 - 33 c. The prospective pastor's minimum qualifications.
 - 34 d. What the church expects of its pastor.
 - 35 e. What the church will do for the pastor.
 - 36 f. Where the committee looks for a pastor.
 - 37 g. Who the committee will recommend.
- 38 5. This committee shall gather information about prospective
- 39 pastors.
- 40 6. This committee shall visit prospective pastors.
- 41 7. This committee shall recommend prospective pastors to the
- 42 church.
- 43 8. This committee shall notify the prospective pastors of the church's
- 44 decision.

1
2 **PERSONNEL COMMITTEE:** This committee shall be a rotating
3 committee composed of at least five members elected by the church.

- 4 1. This committee shall be responsible to the church for all matters
5 relating to employed personnel except for calling the pastor.
- 6 2. This committee shall survey the need for additional employees
7 and/or new positions and make recommendations to the church
8 based on their findings.
- 9 3. This committee shall recruit and interview prospective employees
10 and recommend their employment to the church.
- 11 4. This committee shall recommend the salaries and develop
12 benefits for all church employees and shall recommend necessary
13 salary changes to the Finance Committee.
- 14 5. This committee shall develop and recommend a personnel
15 policies and procedures manual that will include:
 - 16 a. Job descriptions for each staff member
 - 17 b. Policies and procedures in the following areas:
 - 18 1) Supervision of staff relationships
 - 19 2) Work schedules
 - 20 3) Absentees
 - 21 4) Vacations
 - 22 5) Holidays
 - 23 6) Salary
 - 24 7) Benefits and pay periods
 - 25 8) Employee meetings
 - 26 9) Conferences and convention attendance
 - 27 10) Training opportunities for self-improvement
- 28 6. This committee shall conduct conferences with all personnel and
29 review their work at least once a year.
- 30 7. This committee shall administer all questions and issues relating
31 to the staff.
- 32 8. This committee shall work closely with the pastor in making
33 suggestions concerning policies, problems, duties, and
34 employment of the staff.
- 35 9. This committee shall meet as needed.

36
37 **V. MINISTRY TEAMS**

38 **A. Creation and Elimination of Ministry Teams**

- 39 1. The Church Leadership Team shall recommend to the church the
40 creation or elimination of as many ministry teams as it deems
41 necessary to carry out the ministries of the church.
- 42 2. The Church Leadership Team shall make a ministry description
43 for each ministry team.

