

BEL AIRE BAPTIST CHURCH CONSTITUTION

PART ONE: CONSTITUTION

PREAMBLE

We declare and establish this constitution for the preservation and security of the principles of faith and so that this body may be governed in an orderly manner. This constitution will guarantee the freedom both of the individual members of the church and of the actions of this body in its relation to other churches of the same faith.

I. Name

This body shall be known as the Bel-Aire Baptist Church of Gulfport, Mississippi.

II. Statement of Faith

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. We subscribe to the statements of belief outlined in *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of believers in Jesus Christ, who are personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper.

Statement on Marriage, Gender, and Sexuality:

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, pedophilia and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10).

We believe that in order to preserve the function and integrity of Bel-Aire Baptist Church as the local Body of Christ, and to provide a biblical role model to the Bel-Aire Baptist members and the community, it is imperative that all persons employed by Bel-Aire Baptist in any capacity, or who serve as volunteers, agree to and abide by this Statement of Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Bel-Aire Baptist Church.

Statement on the Sanctity of Human Life:

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

Final Authority for Matters of Belief and Conduct:

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Bel-Aire Baptist's faith, doctrine, practice, policy, and discipline, our senior pastor (in consultation and agreement with our deacons) is Bel-Aire Baptist's final interpretive authority on the Bible's meaning and application.

III. Church Covenant

Having been led as we believe, by the spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels, and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the local ministry of the church, the relief of the poor, and the spread of the gospel throughout all nations.

We also agree to maintain family and personal devotions, to faithfully educate our children in God's word; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage; to be zealous in our efforts to advance the Kingdom of our Savior.

Our church family also stresses its stand on the issue of abortion. We adhere strictly to the biblical principles addressed specifically in the following: Psalms 139:13-14, Exodus 21:22-25, and 1 Corinthians 15:8.

The church also in no way supports or condones violence directed against establishments and employees of women's clinics, or similar organizations.

We further agree to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation, and to be mindful of the warning of our Savior to secure it without delay.

We moreover agree that when we remove from this place, we will as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

IV. Church Polity

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

V. 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 that of other Southern Baptist Churches.

PART TWO: BY-LAWS

I. Membership

A. General Statement

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the right of self-government in all phases of the spiritual and temporal life of the church.

B. Qualifications for membership

The membership of this church shall consist of such persons as confess Jesus Christ to be their Savior and Lord, openly profess faith in Him and demonstrate the genuineness of their experience, follow the Lord in Scriptural baptism by immersion, and willingly enter into its covenant.

C. Candidacy for membership

Any person may offer his or her self as a candidate for membership in this church at any worship service, in any of these ways:

1. By profession of faith in Christ for baptism.
2. By baptism, if transferring from a church of another denomination.
3. By promise of a letter from another Baptist church of like faith and order.
4. By restoration upon a statement of prior conversion experience and baptism in a Baptist church where no letter is obtainable.

In addition it is the policy of Bel-Aire Baptist Church that all candidates for membership, before they will be voted on by the church body, attend a mandatory “New Members Class” that will be taught by a member of the pastoral staff. During this class, the prospective member will be presented with a copy of the church’s Constitution and Bylaws, Statement of Belief, Baptist Faith and Message 2000, and other materials. After completing this class and upon presenting himself or herself for membership consideration at any worship service, and agreeing to adhere to all of the church’s doctrine, faith, and practices, the prospective members will be put before the church body for final approval of church membership.

D. Termination of Membership

Membership shall be terminated in the following ways:

1. Death.
2. Dismission to another Baptist church.
3. Exclusion by a vote of three-fourths of the members present and voting.
4. Erasure upon becoming affiliated with a church of another faith or denomination.
5. Upon request of the departing member.

All of these except for the first require a vote by the congregation present.

E. Voting Qualifications

Members voting on all matter of church life shall be resident members in good standing.

F. Duties of Members

Duties of all members are stated adequately in the Church Covenant.

G. Church Discipline

All church discipline is to be carried out in a tender spirit of Christian love. Should any unhappy differences arise among members, the aggrieved member shall follow the instructions given by our Lord in the eighteenth chapter of Matthew. In cases of gross breach of covenant or of public scandal, the deacons shall endeavor to remove the offense. If this effort fails, they shall report the case to the church. Should an adverse decision be reached, the church may proceed to admonish the offender or to declare him to be no longer a member of the church. (See Section D above.) Thereafter, he shall be loved and shall receive witness as a lost person. Any person whose membership has been terminated for any offense may be restored by vote of the church upon evidence of his repentance and reformation. If the termination was because of continued absence, he/she may be restored upon satisfactory explanation to the congregation.

II. Church Officers

A. Pastor

The pastor is responsible for leading the church to function as a New Testament church. He is leader of the congregation, the organizations, and the church staff. He is in charge of worship, proclamation, education, and pastoral ministries.

A pastor shall be chosen and called by the church whenever a vacancy occurs. A Pastor Search Committee composed of three (3) men and two (2) women shall be elected upon the recommendations by the Nominating Committee. This committee shall be charged with seeking out a suitable pastor and recommending him to the church, asking him to preach for at least one service. Election of a pastor shall take place at a meeting called for that purpose, with at least one weeks notice being given. The membership shall have the right to make recommendations, but in no case shall the congregation consider more than one prospective pastor at a time. Voting shall be by ballot; an affirmative vote of three-fourths of those members present and voting being necessary for a choice.

The pastor may resign the care of the church by giving thirty (30) days notice of his intentions. The church may terminate his call in like manner, following a majority vote of the membership at a business meeting called for that purpose. This notice may be dispensed with by mutual consent of the pastor and the church.

B. Church Staff

This church shall call or employ such staff members as are needed and as are recommended by the Personnel Committee, upon approval of the congregation.

C. Deacons

1. Number and Rotation

The number required shall be determined by the pastor and the body of deacons and approved by the church prior to an election. An election shall be held to fill the vacancies. Deacons will be elected to a three year term, but may be called on to serve an additional two years if so led personally and such service is required by the deacon ministry, as determined by the deacon body and ministerial staff, to fulfill its obligations to the membership. No deacon shall be eligible for re-election until the lapse of at least one full year from his previous term, except those selected to fill an unexpired term may be re-elected. The church is under no obligation to constitute as active deacons those men who come from other churches where they served as deacons.

2. Qualifications

Men who meet the scriptural qualifications especially as set forth in 1 Timothy 3 and Acts 6 shall be eligible. Members of the congregation are encouraged to read these scriptures, and with much prayer and guidance from the Holy Spirit, vote accordingly. An outline of some of these qualifications follows:

- a. Men of good reputation in the church and community.
- b. Men whose lives and actions are motivated by the Holy Spirit.
- c. Men who are truthful and consistent.
- d. Men who are sober, not mastered by anything except their love for the Lord and His church. They must be abstainers from the use and sale of alcoholic beverages and other vices.
- e. Men possessed with wisdom which enables them to be sound thinkers and discreet in actions.
- f. Men who are tithers, demonstrating their love for the Lord in the financial realm.
- g. Men who have been proven worthy by involvement in the total church program and in faithful support of all regular services of the church, unless unavoidably hindered.
- h. Men whose wives are of good character, sobriety, honesty, and kindness in speech.
- i. Men who have but one living wife, if married at all. Bigamy was common in the world of the early churches, and the requirements in I Timothy 3 were to exclude bigamists. (Experience has taught many churches that it is not expedient to use as deacons men who are divorced and remarried, although they might be well qualified in every other way.)
- j. Men who are able to manage their children and families well.
- k. Men who have been members of Bel-Aire Baptist Church for at least six (6) months.

3. Organization of the Deacons

The deacons shall annually elect their officers and reorganize themselves to carry out their responsibilities. These may include assisting with the ordinances, care of membership, committees, and etc. They shall meet with the pastor monthly, and as otherwise considered necessary.

4. Selection and Ordination of Deacons

- a. The resident membership of the church will be notified by general announcement regarding the proposed election of deacons. This notification shall be at least three (3) weeks prior to the date of the election.
- b. Election of deacons will be held the last Sunday in August, during the morning worship service. Elected deacons will begin serving the following October 1st.
- c. On or about the first of August, the members of the church will be asked to submit names of men they would like to nominate as deacons with that persons consent. A list will be posted containing all male members of Bel-Aire Baptist Church that are 21 years of age or older, who have been resident members for at least six (6) months. This list will not contain the names of men ineligible to serve by virtue of (1) presently serving as deacon, (2) rotation system (Item I, Section C, Article II of the Church Constitution), (3) any Deacon Emeritus honoree of the church, (4) and being a paid employee of the church.
- d. The Pastor and Deacons will go down the list of nominees name by name to check the qualifications of each according to the list of qualifications in item 2 above (Item 2, of Section C, Article II of the Church Constitution). Upon agreement of the qualifications for each man, by a majority vote of the committee members present, these names will be put on the list of nominees. The men named on this list will be contacted by a personal visit from a Deacon representative(s) and/or the Pastor, concerning their willingness to serve and have their name placed on the election ballot.
- e. From the ballot of names submitted, each voting church member shall indicate their choice for deacon by placing an AX@ beside the selected names to correspond with the number of vacancies which exist. Vote for no more than the number of vacancies that exist.
- f. These ballots shall be collected and submitted for tallying to an Ad Hoc Committee composed of six members of the church congregation at large (excluding active deacons), as appointed by the Chairman of the Deacons. The Ad Hoc Committee shall present the results to the Deacon Election Committee composed of the pastor, and Chairman of the Deacons. The men with the highest number of votes shall be declared elected for the office of Deacon.
- g. In the event of a tie vote, each candidate for the Deaconship shall be interviewed by the Deacon Election Committee regarding eligibility and willingness to serve. Their permission shall be obtained for placing tied names on a second ballot for vote by the Church membership as soon as possible. Usual procedure shall be followed in voting by secret ballot.

h. In the event a man is elected as deacon and has not been ordained, a date will be set, prior to October 1st, to conduct an Ordination Council and Ordination Service in his behalf.

5. Filling an Unexpired Term

Whenever a vacancy exists in the body of deacons, it is to be filled immediately by church vote, on Sunday morning after a one week notice of this special election, selecting from among those men already ordained but not currently serving.

6. Senior Deacon Emeritus Honor

It shall be pertinent for the church to promote to Senior Deacon Emeritus status any deacon who, after honorable service, is no longer able to render active service by reason of age or infirmities.

D. Moderator

The moderator shall be the Pastor, or in his absence, the Chairman of the Deacons shall preside. In the absence of both, the clerk shall call the church to order and an acting moderator shall be selected.

E. Clerk

The clerk shall be elected annually. He or she shall keep in a suitable book a record of all the actions of the church, except as otherwise herein provided. The clerk shall keep a register of the names of members with dates of admission, dismissal, or death, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications, and written official reports.

F. Treasurer

The church shall elected annually (in May) a church treasurer and two (2) assistants. It shall be their duty to receive and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. All checks shall be countersigned by a person or persons elected by the church. The treasurer shall render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. Upon rendering the annual report at the end of each fiscal year and its acceptance and approval by the church, the treasurer shall see that a copy of all records are delivered to the church clerk, who shall keep and preserve them as part of the permanent records of the church. The church secretary may aid the treasurer in clerical responsibilities. The church treasurer and elected assistants shall be bonded and an annual audit of the books shall be made by an independent public accountant.

G. Church Council

The Church Council shall have as regular members the pastor, the music director, the Sunday School Director, the Discipleship Training Director, the WMU Director, the Brotherhood Director, the Chairman of the Deacons, and the president of the Youth Council. Committee chairmen and church officers shall serve as ex-officio members.

Primary functions of the council are to suggest goals and objectives to the congregation; review and coordinate program plans suggested by officers, organizations, and committees; plan a church calendar; and evaluate program achievements in terms of objectives.

H. Youth Council

The Youth Council consists of three youth of the church, nominated by an assembly of the young people and elected by the church. Their terms of service are for six months (October - March, and April - September), although they may be reelected. The president of the Youth Council, selected by the members of the council, serves on the Church Council and the Music Committee. Assisting with the Youth Council are the following adults: Chairman of the Recreation Committee and the Youth Director/Minister (or Discipleship Training Director). The Youth Council has specific responsibility for involvement of youth in the programs of the church, for leadership in such events as Youth Week, Youth-led Revivals, Youth Socials, etc.

I. Chairman of the Ushers

The Chairman of the Ushers (as designated by the Deacon Chairman) shall associate with himself a sufficient number of church approved aides to care for the seating and comfort of the congregation, the greeting and introduction of visitors, prevention of interruptions and distractions, collections of offerings and tithes, and similar services.

J. Trustees

The church shall have three (3) trustees, one third of whom shall be elected annually to serve for three (3) years. They shall hold in trust the property of the church, having no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each such action. It shall be their function to affix their signatures to legal documents involving the sale, mortgaging, purchase or rental of property, or to other legal documents where the signatures of trustees are required. Trustees shall also serve as the Insurance Committee for the church.

III. Church Committees Philosophy

The congregational elected pattern of the church operation involves five basic principles:

1. **Diversification.** This means the multiplying and dividing of responsibility into as many different units as possible.
2. **Participation.** The enlistment of as many people as possible in the programs of the church, believing that the more persons enlisted, the greater will be their interest and their contribution of time and talents. All persons elected must be church members.
3. **Congregational authority and control.** All church committees are accountable to the congregation for proper functioning, efficient operation, and producing results.
4. **Balance of responsibility and authority.** No employee of the Church should be a member of the Finance committee, the Personnel Committee, or any other committee from which they could benefit. Committees are given authority to operate within the approved church budget in accordance with the procedures of the Budget and Finance Committee.
5. **Staff relationship.** The pastor and staff members shall relate directly to church and deacons - committees as ex-officio members to coordinate the work of the committee with the total church program and to provide office services to each committee.

A church normally has two kinds of committees - Standing and Special. Standing committees are those which function year round, their term of service beginning October 1st, after election. Special committees are those chosen for specific duties, such as Pastor Search Committee. Their function ceases when they have completed their work.

CHURCH COMMITTEES AND RELATED STAFF ASSIGNMENTS

PASTOR

Baptism
Benevolence
Bereavement
Budget and Finance
Church Flowers
Constitution and Bylaws Oversight
History
Long Range Planning
Ministerial Staff Personnel
Missions
Nominating
Nursery Advisory
Personnel
Publicity
Weekday Education
Counting Committee

MINISTER OF MUSIC/YOUTH

Building and Grounds
Communication Services
Kitchen
Library
Long Range Planning
Recreation and Activities
Security

BAPTISM COMMITTEE

Purpose of the Committee: To provide assistance to persons being baptized and maintain the baptismal dressing rooms

Membership and Term of Office: This four (4) member committee shall consist of two (2) members, one (1) lady and one (1) man, elected to a two (2) year term, two (2) members, one (1) lady and one (1) man, elected to a one (1) year term.

Duties of Committee:

1. Check the cleanliness of the baptismal dressing rooms.
2. Make sure enough clean towels are available for the baptismal candidates.
3. Provide any assistance needed by the baptismal candidates entering and leaving the baptistery.
4. Launder used towels.
5. Fill and drain baptismal.

BENEVOLENCE COMMITTEE

Purpose of the Committee: To study the benevolence needs of church families and community members, designing plans for meeting these needs. It informs the church of these needs and plans and administers to them.

Membership and Term of Office: This five (5) member committee shall consist of one (1) member elected to a three (3) year term, two (2) members elected to a two (2) year term, and two (2) members elected to a one (1) year term.

Duties of Committee:

1. Serve as a resource and coordinating group for all benevolence actions carried out by Sunday School classes, WMU, Brotherhood, deacon family ministry groups, and other church organizations.
2. Work closely with the pastor and deacons through the deacon family ministry plan.
3. Make a thorough study of all needs for assistance within the church membership and in the community.
4. Make recommendations to the church as to what kinds and how much assistance can be provided.
5. Locate available community agencies and other churches that provide various types of assistance, and refer to the appropriate agencies as they are available.
6. Establish guidelines for considering requests for help and investigate all requests.
7. Review and evaluate periodically all assistance being provided.
8. Recommend to the church requests for budget allocations and resources needed for ministering to the needs of people.
9. Encourage and train church members in being involved in benevolent ministries.

BEREAVEMENT COMMITTEE

Purpose of the Committee: To coordinate the post funeral service meal for a deceased church member, or a member of their immediate family. Immediate family are first step relations which are spouse, parent, child, or sibling.

Membership and Term of Office: This three (3) member committee shall consist of one (1) member elected to a three (3) year term, one (1) member elected to a two (2) year term, and one (1) member elected to a one (1) year term.

Duties of Committee:

1. If the deceased is a Sunday School member, coordinate with their Sunday School class for food preparation, serving, and clean-up.
2. If the deceased is not a Sunday School member, coordinate with church members for food preparation, serving, and clean-up.

BUDGET AND FINANCE COMMITTEE

Purpose of the Committee: This committee plans and proposes an annual church budget, keeping the membership informed as to the financial condition of the church. It promotes a definite program of Christian stewardship to encourage tithing and worthy giving through the church.

Membership and Term of Office: This seven (7) member committee shall consist of the church treasurer, a deacon, and one member elected to a three (3) year term, two members elected to a two (2) year term, and two members elected to a one (1) year term.

Duties of Committee:

STEWARDSHIP

1. Develop a plan to support church ministries through budget development, promotion, stewardship and commitment.
2. Plan a stewardship calendar with suggested activities for each month of the year.

FINANCE

1. Review the monthly financial report submitted by the church secretary. This financial report will be prepared and presented to the church at the regular business meeting.
2. Consider all requests for expenditures when money is not currently available in the given budget.
3. Perform a quarterly review of the budget and recommend any adjustments as necessary.

4. Advise the church on financial undertakings as to the soundness and effect on the financial structure and credit standing of the church.
5. Provide for a periodic independent audit of all church financial records and books.
6. After church approval, administer the budget.

BUDGET PLANNING

1. Require church leaders to submit an itemized listing of budget needs for the coming year no later than June 30th.
2. Estimate anticipated income based on previous years - church income, prevailing economic conditions, past years giving record of membership, and anticipate plans for growth.
3. After evaluation and necessary adjustments are made, prepare the budget for presentation to the deacons.
4. Present the recommended budget to the church for approval.

BUILDING AND GROUNDS COMMITTEE

Purpose of the Committee: To coordinate and regulate the upkeep of the buildings, grounds, and equipment

Membership and Term of Office: The five (5) member committee shall consist of one (1) deacon, two (2) members elected to a two (2) year term and two (2) members elected to a one (1) year term.

Duties of Committee:

1. Maintain a listing of all equipment owned by the Church. Each piece of equipment will be permanently marked and the name, model number and serial number will be listed on the inventory sheet.
2. Conduct an inspection of all equipment at least once annually and submit the results to the church in a regular business meeting.
3. Maintain a file of digital photographs of each piece of equipment in the church. The Church Secretary will file these as a permanent record of the Church (for insurance purposes).
4. Coordinate with staff members and custodian concerning any problems with the buildings. Formulate plans necessary for repairs.
5. Coordinate with volunteers concerning the appearance of the grounds; i.e. lawn mowed on a regular basis, edged, exterior plants taken care of, etc...
6. Plan an annual budget and recommend it to the Budget and Finance Committee.

CHURCH FLOWER COMMITTEE

Purpose of the Committee: To provide appropriate flowers and related decorations for worship services and special functions.

Membership and Term of Office: The five (5) member committee shall consist of one (1) member elected to a three (3) year term, two (2) members elected to a two (2) year term, and two (2) members elected to a one (1) year term.

Duties of Committee:

1. Enlist the membership for provision of flowers.
2. Recommend policies and procedures for securing, arranging, and disposing of flowers for congregational services.
3. Recommend policies related to providing flowers for sick and bereaved members.
4. Work with the Budget and Finance Committee in requesting flower committee budget.
5. Supervise care of permanent plants.
6. Coordinate requests for all memorial floral arrangements.

COMMUNICATION SERVICES COMMITTEE

Purpose of Committee: This committee, under the direct leadership and supervision of the Minister of Music, shall operate and ensure proper care of all communications and recording equipment of the church.

Membership and Term of Office: This five (5) member committee shall consist of the Minister of Music, two (2) members elected to a two (2) year term, and two (2) members elected to a one (1) year term.

Duties of Committee:

1. Enlist, train, and schedule operators for all church events that require operators.
2. Operate and maintain equipment.
3. Request and administer budget expenditures.
4. Inventory and secure equipment after use.
5. Review system operations and make recommendations for improvements.
6. Follow explicitly all guidelines, directions, and requests of the Minister of Music.

CONSTITUTION AND BYLAWS OVERSIGHT COMMITTEE

Purpose of Committee: To ensure that the Constitution and Bylaws are accurate and up-to-date and that the Constitution and Bylaws reflect the current needs of the church and to promote unity in the Body of Christ.

Membership and Term of Office: This five (5) member committee shall consist of two (2) deacons, chosen among themselves, one (1) deacon emeritus, should there be any active, chosen among themselves, one (1) trustee, chosen among themselves, and one (1) ministerial staff member, chosen among themselves. All will serve a one (1) year term.

Duties of the Committee:

1. Before June 30 of each year, they will review the constitution and bylaws of the Church to ensure that it is current and serving the needs of the Church. They may present proposed changes, additions, and deletions that will keep the constitution and bylaws updated. The proposal(s) will be deemed to come from a standing committee to require no second and will be discussed and voted on according to the constitution and bylaws of the Church.

2. Review any proposed change to the constitution and bylaws to ensure its structure, work with the author of the proposal and understand the need and intent of the proposed change. The committee may determine if a proposal should properly be an addition to the constitution and bylaws or a matter of policy and procedure, but has no authority to prohibit any member from proposing a change or amendment to the Church. Proposed changes are to be submitted to a member of the committee at least one month prior to presentation at a regularly scheduled business meeting. The committee member will convene a meeting of the committee, along with the author of the proposal to clarify the need, assist with the construction and presentation, ensure that the proposal does not conflict with any existing article, and provide any guidance needed. The committee has no obligation to, but can if it so desires, endorse a proposal at the business meeting of the Church. The proposed amendment will be discussed and voted on according to the constitution and bylaws of the Church.

3. The chairman of the committee will ensure that any addition or deletion to the constitution and bylaws passed by the Church is included and the document updated. He will sign and date the amended document that will then be available to the members of the Church.

A the undertaking of and at the conclusion of any of its work, the committee will in any of its function ask and answer, "Is this edifying to the Lord, His Church, His people, His Kingdom, and needed to further the work of the Church to save lost souls."

COUNTING COMMITTEE

Purpose of Committee: To count the Lord's money as safely, smoothly, and accurately as possible.

Membership and Term of Office: This committee should be made up of no less than seven (7) members who are not related to one another and will be rotated monthly.

Duties of Committee:

1. Follow the Counting policy created and enacted by the Budget and Finance Committee.
2. Handle all monies with discretion and confidentiality.

HISTORY COMMITTEE

Purpose of Committee: To assist the church in making and keeping accurate, comprehensive records of its current life and work, while gathering and safeguarding all historic records of the church; helping the church to understand and learn from its own history; developing knowledge and appreciation of the church's heritage as Baptists.

Membership and Term of Office: This three (3) member committee shall consist of the Church Clerk and one (1) member elected to a two (2) year term and one (1) member elected to a one (1) year term. All Charter Members of Bel Aire Baptist Church shall serve as advisors.

Duties of Committee:

1. Gather and preserve all historic records of the past
2. Assist in recording present day activities.
3. Use historic facts and documents to challenge the church to accomplish its mission.
4. Develop and recommend to the church policies and procedures regarding the preservation of historic materials.
5. Compile an end of year report to be presented in September of each year.

KITCHEN COMMITTEE

Purpose of Committee: This committee shall coordinate and regulate the upkeep of the kitchen and related equipment and shall oversee cleaning. They shall maintain needed materials for use as required for church functions.

Membership and Term of Office: This five (5) member committee shall consist of one (1) deacon, two (2) members elected to a two (2) year term, and two (2) members elected to a one (1) year term.

Duties of Committee:

1. Maintain the usage of the Fellowship Hall and all kitchen facilities in coordination with the yearly church calendar.
2. Plan and recommend a budget including proposals for new equipment to the Budget and Finance Committee.
3. Annually review guidelines for the use of the Fellowship Hall and kitchen, and present such guidelines to the church for approval.

LIBRARY SERVICES COMMITTEE

Purpose of Committee: Maintain an adequate church library of materials and equipment that actively promotes the use of library service materials and equipment for all church activities and programs.

Membership and Term of Office: This five (5) member committee shall consist of one (1) member elected to a three (3) year term, two (2) members elected to a two (2) year term, and two (2) members elected to a one (1) year term.

Duties of Committee:

1. Select, catalog, and keep in good condition all books, periodicals, library and audio/visual aids and equipment.
2. Establish lending procedures for audio and video tapes.
3. Advise on the procurement and maintenance of all library services equipment.
4. Provide training in the proper use of library service aids.
5. See that the library is properly organized. Keep books, periodicals, visual aids, and library service equipment properly arranged. Schedule, announce, and keep definite hours.
6. In consultation with the appropriate staff member, prepare an annual budget and recommend the budget to the Budget and Finance Committee.

LONG RANGE PLANNING COMMITTEE

Purpose of Committee: To discover and analyze long-range goals and actions to the congregation, to evaluate the long-range effectiveness of church programs, to interpret long-range goals and actions to appropriate groups.

Membership and Term of Office: This seven (7) member committee shall consist of the Chairman of deacons, two (2) members elected to a three (3) year term, two (2) members elected to a two (2) year term, and two (2) members elected to a one (1) year term. The Chairman of deacons will also serve as this committee's designated chairman.

Duties of Committee:

1. Study the long-range planning process.
2. Analyze present and future needs of the church community.
3. Set church goals.
4. Plan visionary action plans.
5. Coordinate diagnostic studies, goals, and action plans into a booklet.
6. Present long-range plans to the church.
7. Support staff and church council in implementation of long-range plans.

MINISTERIAL STAFF PERSONNEL COMMITTEE

Purpose of Committee: To keep the ministerial staff's job descriptions up-to-date and to evaluate the senior pastor annually and review the ministerial staff guidelines.

Membership and Term of Office: This five (5) member committee will consist of three (3) deacons, chosen among themselves, one (1) deacon emeritus, chosen among themselves, should there be any active, and one (1) member at large chosen by the nominating committee. All will serve a one (1) year term.

Duties of Committee:

The committee will have the task of creating and annually reviewing a job description for each ministerial staff member that will include performance expectations, time to serve, time off, vacations, holidays, missions, evangelism, education, convention, and any expansion of the ministerial role as it may arise. They will annually, or as needed, make policy recommendations to the Church for the ministerial staff. Subsequent to the creation of these tools, the committee will have the responsibility of an annual performance review of the senior pastor. The senior pastor will have the responsibility of an annual performance review of the rest of the ministerial staff. The annual reviews, for both staff and senior pastor, will include a review of the work done, as well as a developmental opportunities.

During the annual review, or as needed, along with compliments, the ministerial staff committee will present to the senior pastor any complaints or concerns regarding a ministerial staff member and work toward a solution with the senior pastor and/or staff member against whom the complaint was made. Should any issue seem irresolvable, the committee will present the issue to the deacons as a whole for further intervention. At no time will a personnel issue be presented to the Church as a whole. Following their work on any matter, the committee may make a recommendation to change a policy or job description but cannot reveal the complaint/concern or any action they took. The committee will not have the authority to recommend termination of a ministerial staff member to the Church. If there should ever be a need for such drastic action, the information will be presented to the deacons who will determine and recommend a course of action. Those serving on the ministerial staff committee, the ministerial staff, and deacons are restricted from discussing personnel matters in public.

NOMINATING COMMITTEE

Purpose of Committee: To lead in staffing all church elected officers and volunteer workers of the church. The nominating committee will present nominees to fill such vacancies which occur during the year.

Membership and Term of Office: This seven (7) member committee shall consist of the Sunday School Director, Discipleship Training Director, Brotherhood Director, WMU Director, one (1) member elected to a three (3) year term, one (1) member elected to a two (2) year term, and one (1) member elected to a one (1) year term (designated as committee chairman).

Duties of Committee:

1. Select, interview and enlist program leaders and general church officers.
2. Recommend volunteer workers to serve in church elected leadership positions.
3. Recommend leaders to positions of service according to church desires and needs.
4. Present volunteer workers to church for election.
5. Provide committees elected by the church with a job description (Constitution and By-Laws).
6. Work with the Pastor and church staff in developing and recommending required changes in church committee policy, organization, structure, and responsibilities.

NURSERY ADVISORY COMMITTEE

Purpose of Committee: This committee, under the direct leadership and supervision of the Nursery Coordinator, shall coordinate activities concerning child care.

Membership and Term of Office: This five (5) member committee shall consist of the Nursery Coordinator, two (2) members elected to a two (2) year term, and two (2) members elected to a one (1) year term..

Duties of Committee:

1. See that the nursery facilities are open, staffed, and equipped for all church services, special meetings, and/or fellowships.
2. Aid the Nursery Coordinator in recruitment and enlistment of volunteer workers.
3. Aid the Nursery Coordinator in recommending needed changes in equipment and materials to the church.
4. Review all nursery policies in coordination with the Nursery Coordinator annually and help formulate necessary changes to be submitted to the church.
5. Prepare an annual budget for recommendation to the Budget and Finance Committee.

PERSONNEL COMMITTEE

Purpose of Committee: To assist the church in matters related to employed personnel administration, with the exception of ministerial staff (Pastor, Minister of Music/Youth/Education, instrumentalist, etc.).

Membership and Term of Office: This five (5) member committee shall consist of a deacon, two (2) members elected to a two (2) year term, and two (2) members elected to a one (1) year term..

Duties of Committee:

1. Prepare, update, and maintain, as necessary, position descriptions for all employed personnel.
2. Develop and recommend to the church policies and procedures for employed personnel administration to be included in the organizational manual.
3. Recruit, interview, and recommend to the church prospective personnel.
4. Develop and recommend salaries and benefits for employed personnel to the Budget and Finance Committee.

PUBLICITY COMMITTEE

Purpose of Committee: To communicate the church's ministry to all church members and prospects in the surrounding community.

Membership and Term of Office: This three (3) member committee shall consist of one (1) member elected to a three (3) year term, one (1) member elected to a two (2) year term, and one (1) member elected to a one (1) year term. The church secretary will serve as a non-voting advisor..

Duties of Committee:

1. Work with the program leaders and pastoral ministries leadership to communicate the church's work through media appropriate to the public.
2. Increase church members' awareness of the value of good church relations.
3. Recommend policies, procedures, and actions to improve church public relations.
4. Determine within the church and community the understanding and acceptance of the church's work.

RECREATION AND ACTIVITIES COMMITTEE

Purpose of Committee: This committee shall coordinate use of facilities, plan a regular program of church wide recreation, recruit leaders, establish guidelines, and promote a spirit of Christian fellowship throughout all events.

Membership and Term of Office: This five (5) member committee shall consist of a deacon, two (2) members elected to a two (2) year term, and two (2) members elected to a one (1) year term.

Duties of Committee:

1. Lead in developing a calendar of program activities and recreation to meet the needs of church members and those to whom we should minister.
2. Develop policies for use of activities, facilities, and equipment.
3. Make recommendations for securing and maintaining equipment.
4. Work with the building and grounds committee in maintenance of activity facilities.
5. Lead in promotion of church athletic activities.
6. Assist organizational leaders in coordinating all church recreational activities.
7. Provide recognition for individuals and teams for accomplishments in activities/programs.
8. Plan and conduct all church wide recreational activities not sponsored by an organization.
9. In consultation with the Minister of Youth, plan an annual budget and recommend it to the Budget and Finance Committee.

SECURITY COMMITTEE

Purpose of Committee: To provide for a reasonable level of protection for Bel-Aire Baptist Church members and property

Membership and Term of Office: This five (5) member committee shall consist of one (1) deacon, two (2) members elected to a two (2) year term and two (2) members elected to a one (1) year term.

Duties of Committee:

1. Recruit and establish Security Teams with sufficient size to maintain presence in the designated Areas of Responsibility (AOR).
2. Coordinate communication training.
3. Establish recommended actions for likely situations.
4. Ensure security teams are manned and fielded for church activities.
5. Provide guidance for guests.

WEEKDAY EDUCATION COMMITTEE

Purpose of Committee: This committee assists the church in establishing and administering church weekday education programs.

Membership and Term of Office: This five (5) member committee shall consist of a deacon, two (2) members elected to a two (2) year term, and two (2) members elected to a one (1) year term.

Duties of Committee:

1. Develop and recommend to the church policies and procedures for operating and administering the church=s weekday education programs.
2. Recommend to the church=s Personnel Committee the employment of the administrator of the Weekday Education Program.
3. Recommend a church weekday education budget and the purchase of necessary equipment.
4. Serve as liaison between the church and the weekday education staff.
5. See that the weekday education programs comply with legal and licensing requirements.
6. Make regular reports to the church.

IV. CHURCH PROGRAMS MINISTRIES

A. General Statements

All organizations of the church shall be under church control, all officers being elected by the church. The organizations shall report regularly to the church in business sessions. It is understood that the pastor is an ex-officio member of all organizations and his leadership is to be recognized in them.

B. Bible Teaching Ministry

There shall be a Sunday School divided into divisions and classes for all ages and conducted under the direction of a general director for the study of God's Word. Sunday School is to be conducted each Sunday morning or at such times that are deemed necessary. Tasks shall be to teach the Biblical revelation, lead in reaching all prospects for the church, lead all church members to worship, witness, learn, and minister daily, provide and interpret information regarding the work of the church and denomination. The Sunday School ministry includes Winter Bible Study, Vacation Bible School, and other projects assigned by the Church Council and approved by the church.

C. Discipleship Training Ministry

The church Discipleship Training Ministry shall be divided into divisions for all ages and conducted under the direction of a general director. It is to be conducted each Sunday evening or at such times that are deemed necessary. Its task shall be to teach systematic theology, Christian ethics, and church polity and organization; give orientation to new church members; train all church members to worship, witness, learn, and minister daily; train leaders for the church and the denomination; discover, recruit, and train potential leaders; provide for specialized training; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination; and other goals as assigned by the Church Council and approved by the church.

D. Missionary Education and Action Ministries

1. Women's Missionary Union (WMU)

There shall be a Women's Missionary Union with such officers and such forms of organization as needed. The tasks of the WMU shall be to teach missions, lead persons to participate in missions, provide organization and leadership for special mission projects of the church, provide and interpret information regarding the work of the church and the denomination, and to provide leadership for auxiliaries of the WMU.

2. Brotherhood

There shall be a Brotherhood made up of such standard organizations as needed. This program shall be directed by a director who shall be nominated by the Nominating Committee and elected by the church. The tasks are to teach missions; lead all men, young men, and boys to participate in mission activities; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination; and to provide leadership for auxiliaries of the Brotherhood.

E. Music Ministry

There shall be a Music Ministry under the direction of the Minister of Music or the regular music director. Such officers and organizations shall be included as needed. The music tasks shall be to teach music and hymns; provide music and musicians for the congregational services and the organizations of the church; lead persons to participate in hymn singing; train persons to lead, sing, and play music; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination.

V. CHURCH MEETINGS

A. Worship Services

The church shall meet regularly each Sunday morning and evening for preaching, instruction, evangelism, and for the worship of Almighty God and on Wednesday evening for prayer. These meetings shall be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

B. Regular Church Ministry Meetings

Regular church ministry meetings shall be held every quarter on a designated Wednesday night - the last Wednesday of the quarter unless otherwise announced. At this time we will come together as the body of Christ and will praise the Lord for what He is doing in His church and take care of whatever business that needs to be addressed. Should there be any unusual business or matter of unusual interest, notice of same shall be given to the membership in advance.

C. Special Business Meetings

A specially called business meeting may be held at any time to consider matters of urgent importance. A one week notice must be given for these.

D. Notice of Called Meetings

Notice of all specially called business meetings of the church shall be given by announcement one week prior to the meeting unless extreme urgency renders such notice impracticable.

E. Quorum

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

F. Parliamentary Rules

Robert's Rules of Order, by Henry Robert, is adopted as the authorized parliamentary guide for procedures in all business meetings of the church, the deacons, and committees.

G. Fiscal Year

The fiscal year of the church shall run concurrently with the church year, which begins October 1 and ends September 30.

VI. CHURCH FINANCES

A. Unified Budget

The Budget and Finance Committee, in consultation with the Church Council, shall prepare and submit to the church for approval an inclusive budget indicating by items the amount needed and sought for all local and worldwide expenses.

B. Handling of Funds

All funds, for any and all purposes, shall pass through the hands of the church treasurer and be properly recorded on the books of the church.

C. Responsibility of Members

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. Each member, therefore, obligates himself to contribute in accordance with the blessings bestowed upon him by Almighty God.

VII. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Changes to this Constitution and its By-Laws may be made at any regular business meeting of the church, provided such amendments shall have been presented in writing at a previous meeting and copies of the proposed amendment be furnished to each member present.

Amendments to the Constitution shall be by two-thirds vote of those members present and voting; amendments to the By-Laws shall have a concurrence of a majority of those members present and voting.

NOTE: Changes contained herein supersede all previous documents and now constitute the Bel-Aire Baptist Church Constitution and By-Laws, effective this date.