

*Williamston*  
*Memorial Baptist Church*  
*Constitution*  
*and*  
*Bylaws*

# TABLE OF CONTENTS

CONSTITUTION .....	9
PREAMBLE TO CONSTITUTION .....	9
ARTICLE I. NAME .....	9
ARTICLE II. MISSION , OBJECTIVE, AND PROCESS .....	9
Section 1. Mission.....	9
Section 2. Objectives .....	9
Section 3. Process .....	10
ARTICLE III. MEMBERSHIP.....	11
Section 1. Requirements .....	11
Section 2. Admission of Members.....	11
ARTICLE IV. TERMINATION OF MEMBERSHIP .....	12
Section 1. By Personal Request .....	12
Section 2. Removal from Roll .....	12
Section 3. Exclusion/Church Discipline .....	12
ARTICLE V. EXPECTATIONS OF MEMBERS .....	13
Section 1. God’s Most Important Command .....	13
Section 2. Called to Build Up .....	13
Section 3. Responsibility to Assemble and Serve.....	13
Section 4. Financial Stewardship.....	13
ARTICLE VI MINISTRY SESSIONS.....	13
Section 1. Worship.....	13
Section 2. Business Sessions.....	13
Section 3. Presiding Officer .....	14
Section 4. Voting .....	14
Section 5. Quorum .....	14
Section 6. Parliamentary Procedure.....	14
ARTICLE VII. ASSOCIATION AND COOPERATION .....	14
Section 1. Identity .....	14
Section 2. Association.....	14
Section 3. Cooperation.....	14
Section 4. Discontinuance of Cooperation.....	15
Section 5. Establishment of Cooperation.....	15
ARTICLE VIII. DIACONATE .....	15
Section 1. Description.....	15
ARTICLE IX. THE CHURCH STAFF.....	16
Section 1. Church Staff .....	16
Section 2. Pastor.....	16
Section 3. Associate Pastor .....	16
Section 4. Youth Minister .....	16
Section 5. Administrative Assistant.....	16
Section 6. Financial Secretary/Office Assistant.....	16
Section 7. Music Director .....	16
Section 8. Organist.....	17
Section 9. Pianist.....	17
Section 10. Children’s Ministry and Weekday Preschool Director.....	17
Section 11. Preschool Teacher .....	17
Section 12. Church Treasurer .....	17

Section 13. Custodian .....	17
ARTICLE X. PASTOR SEARCH TEAM .....	18
Section 1. Election .....	18
Section 2. Duties .....	18
Section 3. Candidate Acceptance.....	18
Section 4. Employment of Pastor.....	18
ARTICLE XI. CHURCH COVENANT.....	19
ARTICLE XII. CHURCH TEAMS.....	20
Section 1. Standing and Special.....	20
Section 2. Identity .....	20
ARTICLE XIII. GENERAL /MISCELLANEOUS PROVISIONS .....	20
Section 1. Use of Church Facilities.....	20
Section 2. System of Finance.....	20
Section 3. License to Preach .....	20
Section 4. Ministerial Ordination.....	21
Section 5. Definitions.....	21
Article XIV. ADOPTION and AMENDMENT of CONSTITUTION and BYLAWS .....	23
Section 1. Adoption .....	23
Section 2. Amendment.....	23
Section 3. Preservation.....	23
Section 4. Distribution .....	23
BYLAWS.....	24
MEMORIAL BAPTIST CHURCH STRUCTURE .....	24
ARTICLE I. SELECTION AND DUTIES OF DIACONATE.....	25
Section 1. Selection.....	25
Section 2. Diaconate Duties .....	27
Section 3. Diaconate Discipline.....	27
ARTICLE II APPOINTMENT AND DUTIES OF TEAMS .....	28
Section 1. General.....	28
Section 2. Common Policies for All Teams.....	28
Section 3. Special Teams .....	30
ADMINISTRATION COORDINATION TEAM.....	30
Mission.....	30
Objectives/Goals.....	30
Core Membership.....	30
Duties .....	30
Special Instructions.....	31
BAPTISMAL TEAM .....	31
Mission.....	31
Objective/Goals.....	31
Team Member Gifts and Abilities May Include: .....	31
Core Membership.....	31
Duties .....	31
Special Duties .....	32
BENEVOLENCE TEAM.....	32
Mission.....	32
Objectives/Goals.....	32
Team Member Gifts and Abilities May Include: .....	32
Core Membership.....	32
Duties .....	32
Special Duties .....	33

BOARD OF TRUSTEES.....	33
Mission.....	33
Objectives/Goals .....	33
Team Member Gifts and Abilities May Include:.....	33
Core Membership.....	33
Duties: .....	33
BUSINESS MANAGEMENT TEAM .....	34
Mission.....	34
Objectives/Goals .....	34
Team Member Gifts and Abilities May Include:.....	34
Core Membership.....	35
Duties .....	35
Special Duties .....	35
CARE TEAM .....	36
Mission.....	36
Objectives/Goals .....	36
Team Member Gifts and Abilities May Include:.....	36
Core Membership.....	36
Duties .....	36
Special Duties .....	37
CHILDREN’S MINISTRY and WEEKDAY PRESCHOOL TEAM.....	37
Mission.....	37
Objectives/Goals .....	37
Core Membership: .....	37
Team Member Gifts And Abilities May Include:.....	38
Duties .....	38
Special Duties .....	38
DECOR and CHURCH FURNISHINGS SUB-TEAM.....	39
Mission.....	39
Objectives/Goals .....	39
Team Member Gifts and Abilities May Include .....	39
Core Membership.....	39
Duties .....	39
Special Duties .....	40
FACILITIES MAINTENANCE SUB-TEAM .....	40
Mission.....	40
Objectives/Goals .....	40
Team Member Gifts and Abilities May Include:.....	40
Core Membership.....	40
Duties .....	40
Special Duties .....	41
FOOD SERVICES TEAM .....	41
Mission.....	41
Objectives/Goals .....	41
Team Member Gifts And Abilities May Include:.....	41
Core Membership.....	42
Duties .....	42
Special Duties .....	42
GROUNDS SUB-TEAM.....	43
Mission.....	43
Objectives/Goals .....	43

Team Member Gifts and Abilities May Include: .....	43
Core Membership.....	43
Duties .....	43
Special Duties .....	44
<b>HISTORY TEAM.....</b>	<b>44</b>
Mission.....	44
Objectives/Goals.....	44
Team Member Gifts and Abilities May Include: .....	44
Core Membership.....	44
Duties .....	44
Special Duties .....	45
<b>HOSPITALITY TEAM .....</b>	<b>45</b>
Mission.....	45
Objectives/Goals.....	45
Team Member Gifts And Abilities May Include:.....	46
Core Membership.....	46
Duties .....	46
Special Duties .....	47
<b>HUMAN RESOURCES TEAM.....</b>	<b>48</b>
Mission.....	48
Objectives/Goals.....	48
Team Member Gifts and Abilities May Include: .....	48
Core Membership.....	48
Duties .....	48
Special Duties .....	49
<b>INSURANCE TEAM .....</b>	<b>49</b>
Mission.....	49
Objectives/Goals.....	49
Team Member Gifts and Abilities May Include:.....	49
Core Membership.....	49
Duties .....	49
Special Duties .....	50
<b>MEDIA CENTER TEAM .....</b>	<b>50</b>
Mission.....	50
Objectives/Goals.....	50
Team Member Gifts and Abilities May Include:.....	50
Core Membership.....	50
Duties .....	50
Special Duties .....	51
<b>MEN’S MINISTRY TEAM .....</b>	<b>51</b>
Mission.....	51
Objectives/Goals.....	51
Team Member Gifts and Abilities May Include:.....	51
Core Membership.....	51
Duties .....	52
Special Duties .....	52
<b>MINISTRY COORDINATION TEAM.....</b>	<b>53</b>
Mission.....	53
Objectives/Goals.....	53
Core Membership.....	53
Duties .....	54

Special Duties .....	54
MINISTRY ENLISTMENT TEAM.....	54
Mission.....	54
Objectives/Goals.....	54
Team Member Gifts And Abilities May Include:.....	55
Core Membership.....	55
Duties .....	55
Special Duties .....	56
MISSIONS TEAM .....	56
Mission.....	56
Objectives/Goals.....	56
Team Member Gifts and Abilities May Include:.....	56
Core Membership.....	56
Duties .....	56
Special Duties .....	57
MUSIC MINISTRY TEAM.....	57
Mission.....	57
Objectives/Goals.....	57
Core Membership.....	57
Team Member Gifts and Abilities May Include:.....	58
Duties .....	58
Special Duties .....	58
PRAYER TEAM .....	59
Mission.....	59
Objectives/Goals.....	59
Team Member Gifts and Abilities May Include:.....	59
Core Membership.....	59
Duties .....	59
Special Duties .....	60
PROPERTIES and FACILITIES MANAGEMENT TEAM.....	60
Mission.....	60
Objectives/Goals.....	60
Core Membership.....	60
Duties .....	60
Special Duties .....	61
SAFETY SUB-TEAM.....	61
Mission.....	61
Objectives/Goals.....	61
Team Member Gifts and Abilities May Include:.....	61
Core Membership.....	61
Duties .....	61
Special Duties .....	62
SCHOLARSHIP TEAM.....	63
Mission.....	63
Objectives / Goals.....	63
Team Member Gifts and Abilities May Include:.....	63
Core Membership.....	63
Duties .....	63
SENIOR MINISTRY TEAM .....	64
Mission.....	64
Objectives/Goals.....	64

Team Member Gifts and Abilities May Include: .....	64
Core Membership.....	64
Duties .....	64
Special Duties .....	65
SET UP and BREAKDOWN SUB-TEAM .....	65
Mission.....	65
Objectives/Goals.....	65
Team Member Gifts and Abilities May Include: .....	65
Core Membership.....	65
Duties .....	65
Special Duties .....	66
SPIRITUAL GROWTH TEAM .....	66
Mission.....	66
Objectives/Goals.....	66
Core Membership: .....	67
Team Member Gifts and Abilities May Include: .....	67
Duties .....	67
Special Duties .....	68
TECHNOLOGY TEAM.....	68
Mission.....	68
Objectives/Goals.....	68
Team Member Gifts and Abilities May Include: .....	69
Core Membership.....	69
Duties .....	69
Special Duties .....	70
TRANSPORTATION TEAM .....	70
Mission.....	70
Objectives/Goals.....	70
Team Member Gifts and Abilities May Include: .....	70
Core Membership.....	70
Duties .....	71
Special Duties .....	71
WOMEN'S MINISTRY TEAM.....	71
Mission.....	71
Objectives/Goals.....	71
Team Member Gifts and Abilities May Include: .....	72
Core Membership.....	72
Duties .....	72
Special Duties .....	72
YOUTH MINISTRY TEAM.....	73
Mission.....	73
Objectives/Goals.....	73
Core Membership.....	73
Team Member Gifts And Abilities May Include: .....	73
Duties .....	73
Special Duties .....	74
VISION TEAM.....	74
Mission.....	74
Objectives/Goals.....	74
Team Member Gifts May Include: .....	74
Core Membership.....	75

Duties .....	75
Special Instructions .....	75
APPENDIX.....	76
NOMINATION FORM .....	77
COMMITMENT FORM .....	78
CONSTITUTION AND BYLAWS CHANGE TRACKING FORM.....	79

**WILLIAMSTON MEMORIAL BAPTIST CHURCH, INC.  
WILLIAMSTON, NORTH CAROLINA**

**CONSTITUTION**

**PREAMBLE TO CONSTITUTION**

In support of the mission to **bring people into a relationship with Jesus Christ, develop them spiritually, and equip them for His ministry** and to ensure this body of believing Christians may be governed in an orderly manner while preserving the liberties inherent in each individual member, we do adopt and establish this constitution.

**ARTICLE I. NAME**

The name of the organized, body of believers (also referred to herein as “body”, “church” or “church family”), governed by this constitution shall be known as the Williamston Memorial Baptist Church, Incorporated of Williamston, North Carolina.

**ARTICLE II. MISSION , OBJECTIVE, AND PROCESS**

**Section 1. Mission**

The mission of this body shall be to **bring people into a relationship with Jesus Christ, develop them spiritually, and equip them for His ministry.**

**Section 2. Objectives**

Williamston Memorial Baptist Church, Incorporated is a body of baptized believers who are associated by covenant to one another and to God through faith in Jesus Christ and through fellowship as the family of God under the guidance of the Holy Spirit, and who are committed to the purposes of:

**Evangelism** – Sharing the gospel with the lost and winning them to Christ

**Worship** – Actively experiencing, honoring and praising God in the transforming manner of Spirit and in truth

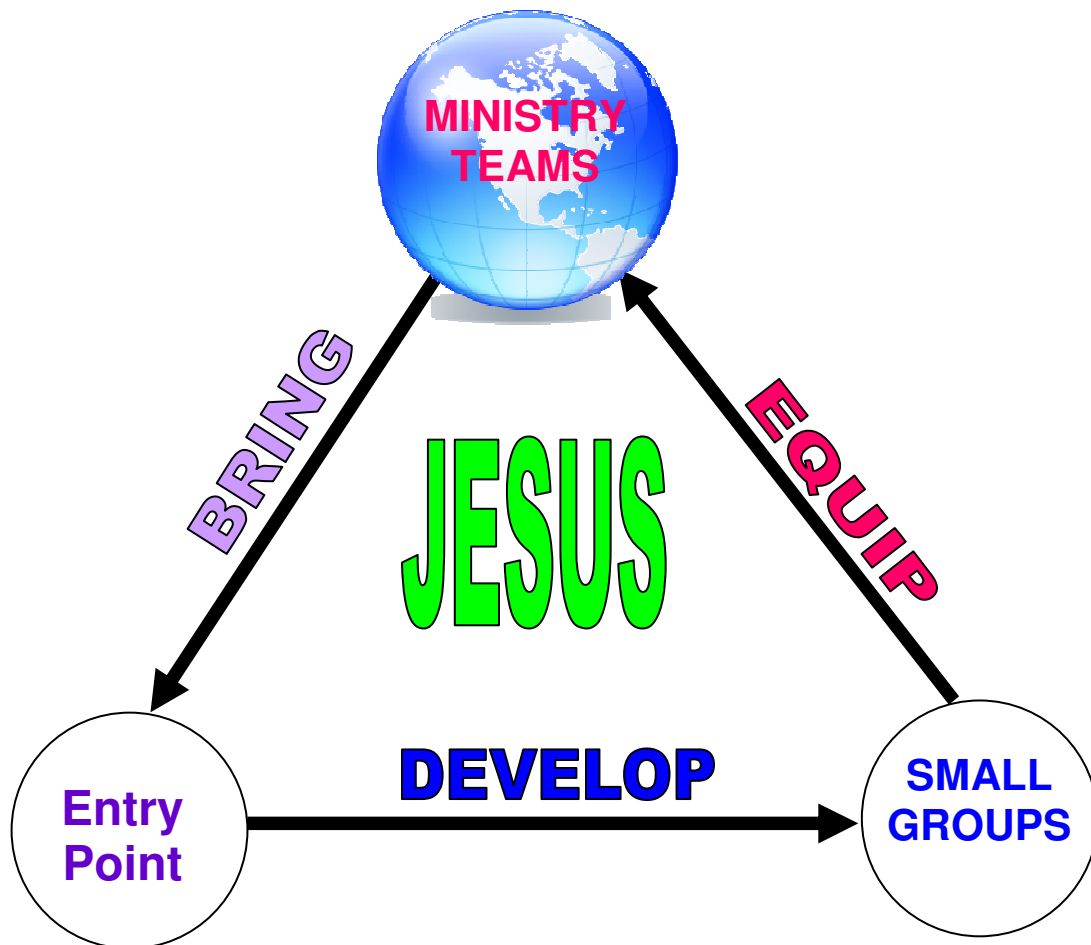
**Discipleship** – Training and teaching believers to promote and enable individual spiritual development and maturity

**Missions and Ministry** – In the name of Jesus, meeting others needs expressed as ministry to those within the church family and as missions to those outside of the church family

**Fellowship** – Sharing in an intimate, spiritual relationship with other believers and God through a personal relationship with Jesus Christ

**Administration** – Carrying out the management tasks necessary to support the church mission and objectives

### Section 3. Process



- a. **Entry Point:** We strive to *bring* people into our church from all facets of life, from anywhere in the world. Each individual enters the church at some point. For the adult, the most common entry point might be a worship service. For a youth, a church related recreational activity or Sunday night youth group might be the most logical entry. For children, the most common entry might be the nursery or Sunday School as they come with their parents to church.
- b. **Small Groups:** Small group Bible studies and activities are the main method for *developing* an individual spiritually.
- c. **Ministry Teams:** The growth and maturity gained as an individual develops through his/her small group experience, individual study of the scripture, prayer and large group worship, challenge him/her to participate in Ministry Teams. This team experience will provide an opportunity to become *equipped* for God's ministry wherever God might lead the individual.
- d. **Cycle:** The process is the same for all, regardless of age, and is centered upon Jesus. We bring people from the world to Memorial Baptist Church. As a church family we intentionally strive to help each person develop and mature spiritually to the point they are equipped to fulfill the ministry God has purposed specifically for them. As they share God in the world, another individual is brought in and the cycle continues.

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Requirements**

The membership of Memorial Baptist Church shall be composed of people who have confessed Jesus Christ as their Savior and Lord, who have been baptized by immersion, and who have been affirmed by the members present. The requirement of immersion baptism may, on recommendation of the Pastor and consent of the deacons, be suspended in cases of physical impossibility or severe hardship.

### **Section 2. Admission of Members**

1. All prospective members are encouraged to confer with the Pastor or Associate Pastor before presenting himself/herself as a candidate for membership. This recommendation is for the purpose of ensuring the candidate's understanding of:
  - a. Salvation
  - b. The church covenant, ministries, policies, and member expectations as defined in the Constitution and Bylaws
2. Any person desiring membership in Memorial Baptist Church may present himself/herself as a candidate at any worship service or similar gathering of the church body where the Pastor or Associate Pastor are present. The Pastor or Associate Pastor will accept his/her request for membership, as he determines appropriate, and refer it to the church family for affirmation.
3. Profession of Faith – An individual who publicly confesses Jesus Christ as his/her Savior and Lord and also desires to become a member of Memorial Baptist Church may be admitted into the fellowship upon baptism by immersion.
4. Letter - A member from another Baptist church of like faith and order may be received by letter of recommendation from such church. When a member is received upon the promise of a letter and such letter cannot be secured within ninety days, the member shall be recorded as "Received on Statement of Experience".
5. Statement of Experience – Any person to whom the ordinance of baptism by immersion has been administered may be received as a member upon their statement of experience and faith in Christ.
6. Mentoring
  - a. Every new member will be assigned a mentor for the first year of their membership.
    - i) All new members are encouraged to participate in the mentoring relationship.
  - b. Mentors can be any member of Memorial Baptist Church who demonstrate solidity in their faith and beliefs and who are knowledgeable of the church structure and functions. The mentor should be able to adequately relate to the new member's "season of life".
  - c. Selection of Mentors
    - i) The Pastor, Associate Pastor, and/or the Diaconate will make the necessary contacts to acquire a mentor for a new adult member.
    - ii) The Youth Minister will recommend mentors for new members, 7<sup>th</sup> grade through college.
    - iii) The Children's Ministry Director will recommend mentors for new members, birth to 6<sup>th</sup> grade.
    - iv) All mentors will be approved by the Pastor or Associate Pastor.

- d. Mentor purpose is to provide a single point of contact who will establish a relationship with the new member to:
  - i) Assist them in gaining an understanding of the church processes, ministries, member expectations, and opportunities as defined in the Constitution and Bylaws
  - ii) Encourage them in their spiritual growth process, connect them with any needed resources to help them develop, and to answer their questions
  - iii) Introduce them to other members of the church family
- e. Mentor/New Member Tracking
  - i) The Spiritual Growth Team will assist the Associate Pastor in tracking the new member/mentor assignments.
- f. Mentor Training
  - i) The Spiritual Growth Team and the Associate Pastor will develop and communicate guidelines for mentoring.
  - ii) The mentoring guidelines can be shared one-on-one or collectively with a group of mentors as determined by the Spiritual Growth Team or the Associate Pastor.
- g. Incompatibility issues with mentees/mentors will be addressed with the Pastor, Associate Pastor, and/or the Spiritual Growth Team.

## **Article IV. TERMINATION OF MEMBERSHIP**

### **Section 1. By Personal Request**

A letter requesting transfer of membership to another church may be issued upon request by any member.

### **Section 2. Removal from Roll**

1. When a member unites with another church, Memorial Baptist Church upon receipt of properly authenticated information shall terminate their membership.
2. Upon personal request

### **Section 3. Exclusion/Church Discipline**

In the event of persistent breach of the Church Covenant (reference Article XI), church discipline shall be exercised in accordance with the principle and practices mandated in Matthew 18 with a primary view to the ministry of reconciliation and restoration.

## **ARTICLE V. EXPECTATIONS OF MEMBERS**

### **Section 1. God's Most Important Command**

According to God's Word, it shall be the greatest duty of members to love the Lord our God with all our heart, soul, mind and strength and to love our neighbor as ourselves. (Mark 12: 29 – 31).

### **Section 2. Called to Build Up**

Members must treat one another with respect and love, avoid conversations and activities which breed dissension and discourage others, focus on encouraging one another (including the church ministers and staff), and promote a healthy and productive environment in which to carry out God's mission. Current members are encouraged to participate in the mentoring relationship.

### **Section 3. Responsibility to Assemble and Serve**

Members should regularly attend worship, Bible study and other ministries/activities of the church as much as physically possible. Upon the leadership of the Holy Spirit, members should endeavor to discover and use their spiritual gifts in active service through the church ministries, serving on at least one ministry team in support of God's mission.

### **Section 4. Financial Stewardship**

Members should joyfully give their offerings, each according to his/her ability, to contribute to the necessary expenditures of the church in carrying out God's mission.

## **ARTICLE VI MINISTRY SESSIONS**

### **Section 1. Worship**

This church shall assemble regularly for worship, discipleship, evangelism, missions/ministry, and fellowship. The church may hold additional ministry sessions at the discretion of the pastor or diaconate.

### **Section 2. Business Sessions**

1. The government of this church shall be congregational in nature and shall be vested in the membership.
2. Regular sessions for the transaction of business and the sharing of ministry team reports shall be held on the third Wednesday evening in the first month of each quarter. These sessions shall be known as Ministry Celebrations. The Pastor and the Diaconate may change or cancel such sessions if circumstances warrant.
3. Special business sessions may be called by the Pastor or the Diaconate when requested or deemed necessary.
4. At least one public notice on Sunday must be given for all such special sessions; however this rule is not to be construed so as to prevent the church, when assembled on any occasion, from transacting business if the need arises so long as the issue at hand is not of a controversial nature.

### **Section 3. Presiding Officer**

The chair of the Diaconate shall be the moderator and shall preside at all business sessions. In the chair's absence, the vice-chair of the Diaconate or a designee of the chair shall preside.

### **Section 4. Voting**

All members at least 18 years of age and in good standing shall be eligible to vote. Voting shall be by voice, ballot or show of hands, at the discretion of the moderator.

1. Unless otherwise stated, all business decisions will be determined by a simple majority.
2. A three-fourths (3/4) majority vote, provided a quorum is present, will determine:
  - a. The amendment or adoption of the Constitution and Bylaws
  - b. The selection of a candidate for Pastor and Associate Pastor
  - c. The authorization of a candidate to receive license to preach
  - d. The recommendation of a candidate for ministerial ordination to the South Roanoke Baptist Association ordination team
  - e. The Discontinuance or Establishment of Cooperation

### **Section 5. Quorum**

Forty (40) adult members present shall constitute a quorum for the transaction of business at any regular session or at any special session duly called.

### **Section 6. Parliamentary Procedure**

In business sessions, parliamentary law shall be followed using Robert's Rules of Order as a general guide.

## **ARTICLE VII. ASSOCIATION AND COOPERATION**

### **Section 1. Identity**

The church is a free, autonomous, independent body, congregational in nature, with authority to determine for itself in the manner set forth in this constitution, the use of its property and all church policies.

### **Section 2. Association**

The church recognizes the value and mutual helpfulness in the voluntary association of Christian groups which are in agreement in faith and practice.

### **Section 3. Cooperation.**

This church shall cooperate with the South Roanoke Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention.

#### **Section 4. Discontinuance of Cooperation**

The calling of a business session for the purpose of voting on withdrawal from the South Roanoke Baptist Association, the Baptist State Convention of North Carolina and/or the Southern Baptist Convention will require:

1. Written notice sent to each member of the church, stating the purpose and time of the business session, at least 30 days prior to the session
2. Action to withdraw, to be valid, must be carried by three-fourths (3/4) majority vote, provided a quorum is present.

#### **Section 5. Establishment of Cooperation**

The calling of a business session for the purpose of voting for the establishment of cooperation with a like ministerial body will require:

1. Written notice sent to each member of the church, stating the purpose and time of the business session, at least 30 days prior to the session
2. Action to establish, to be valid, must be carried by a three-fourths (3/4) majority vote, provided a quorum is present

### **ARTICLE VIII. DIACONATE**

#### **Section 1. Description**

1. The Diaconate shall consist of enough servant leaders to meet the relational, emotional, and spiritual needs of the congregation in an effective manner. In August of each year, the Diaconate shall determine the number of deacons to be selected for a three (3) year term, replacing those members retiring from the Diaconate, plus a sufficient number to fill all vacancies occurring and fully meet the needs of the congregation. The total number of deacons serving shall result in the number of families assigned to each deacon to be equal to or no less than ten (10), and equal to or no more than twelve (12) families per deacon.
2. No person serving a full three (3) year term shall succeed himself/herself or be eligible to serve again until one (1) full calendar year has passed following his/her preceding term.
3. Deacons appointed to fill unexpired terms of less than (2) years in duration may serve again without the year off.
4. Only one (1) adult individual per household shall be listed as a Diaconate candidate. In the event multiple members from the same household are nominated, the household members shall prayerfully determine who will serve.
5. Manner of selection – deacons shall be selected in the manner prescribed by the Bylaws and shall be ordained as soon as possible following the selection process.

## **ARTICLE IX. THE CHURCH STAFF**

### **Section 1. Church Staff**

The church staff shall consist of the Pastor, Associate Pastor, Youth Minister, Administrative Assistant, Financial Secretary/Office Assistant, Music Director, Organist, Preschool and Children's Ministry Director, Treasurer, Custodian, and such other personnel as may be necessary to operate church ministries. The Pastor, Associate Pastor, and Music Director shall be elected by the church. All other staff personnel shall be employed by the Human Resources Team. Certain positions on the staff may be held as combination positions at the discretion of the church. The Pastor shall direct the ministerial staff. Staff members should serve at the discretion of the Human Resources Team and prescribe to the duties set forth by this team and the Williamston Memorial Baptist Church, Inc. Personnel Policy Manual. Each staff member's tenure is independent of any other staff member.

### **Section 2. Pastor**

The Pastor shall provide spiritual nurture for believers and proclaim the gospel to non-believers. He will lead the Church to function as a New Testament Church in accordance with this Constitution, and his duties will include those listed in the Personnel Policy Manual.

### **Section 3. Associate Pastor**

The Associate Pastor will minister to the whole congregation and provide leadership for all age groups in the areas of discipleship, education, missions, and outreach. This position will support and supplement the ministry of the Pastor. Duties will include those listed in the Personnel Policy Manual.

### **Section 4. Youth Minister**

The Youth Minister will provide leadership for the Youth and College student ministries. Duties will include those listed in the Personnel Policy Manual.

### **Section 5. Administrative Assistant**

The Administrative Assistant will perform clerical, secretarial, and educational office duties as listed in the Personnel Policy Manual.

### **Section 6. Financial Secretary/Office Assistant**

The Financial Secretary/Office Assistant will maintain the church financial reports, assist in office clerical work, and perform duties as listed in the Personnel Policy Manual.

### **Section 7. Music Director**

The Music Director will lead the music ministry of the church and use it to fulfill the church purpose statement. His/her duties will include those listed in the Personnel Policy Manual.

### **Section 8. Organist**

The Organist will provide organ music for worship services and carry out the duties as listed in the Personnel Policy Manual.

### **Section 9. Pianist**

The Pianist will provide piano music for worship services and carry out the duties as listed in the Personnel Policy Manual.

### **Section 10. Children's Ministry and Weekday Preschool Director**

The Children's Ministry and Weekday Preschool Director will be responsible for the ongoing operation of the Weekday Preschool, and will oversee the children's program, birth-sixth grade. His/her duties will include those listed in the Personnel Policy Manual.

### **Section 11. Preschool Teacher**

The Teacher will be responsible for leading a faith based classroom of early education and care to meet the appropriate needs of the children. His/her duties will include those listed in the Personnel Policy Manual.

### **Section 12. Church Treasurer**

The Treasurer will be responsible for carrying out all financial matters for the church. His/her duties will include those listed in the Personnel Policy Manual. The Treasurer's books shall be audited at least once annually as arranged by the review accountant.

### **Section 13. Custodian**

The Custodian will perform maintenance and housekeeping duties on all church buildings. His/her duties will include those listed in the Personnel Policy Manual.

## **ARTICLE X. PASTOR SEARCH TEAM**

### **Section 1. Election**

1. Approved by the church body, at the recommendation of the Diaconate, when a vacancy in the pastorate occurs
2. Number of members is at the discretion of the congregation
3. Should be a representation of the total life of the church

### **Section 2. Duties**

1. Proceed promptly and diligently to seek and find a pastor who by calling, training, and proven ability is spiritually, mentally, and physically qualified to lead the members of the church
2. Will be directly responsible to the church
3. Travel as necessary to fulfill duties (reimbursed for expenses by treasurer)
4. Find a suitable candidate to recommend to the church
  - a. Extend invitation to candidate to visit Williamston
    - i. Candidate's expenses will be reimbursed.
  - b. Submit recommendation to the church for consideration at a called business session
  - c. Church will be notified in advance two (2) weeks prior to the session date
  - d. Only one name will be submitted at any one session
  - e. Nominations from the floor will not be allowed

### **Section 3. Candidate Acceptance**

1. Candidate must receive at least three-fourths (3/4) majority vote, provided a quorum is present.
  - a. Unanimous vote is desirable
  - b. If less than three-fourths (3/4) vote is received, the moderator shall declare the candidate not elected and shall refer the matter without debate, to the team for further investigation and further recommendation under the foregoing procedure.

### **Section 4. Employment of Pastor**

1. Employment of the Pastor shall be called for indefinite term.
2. Should the Pastor or the church desire to terminate the pastoral relationship, the party desiring such change shall give the other written notice of at least thirty (30) days.
  - a. The thirty day (30) notice may be waived by mutual consent of the Pastor and the church

## **ARTICLE XI. CHURCH COVENANT**

Since God has called us into covenant with Him and has gathered us for His purpose, we, upon a profession of faith, having committed ourselves to Jesus Christ as Savior and Lord, and having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, do now covenant with one another as one body in Christ.

To God the Father and the Son, under the guidance of the Holy Spirit, we pledge obedience in the whole of our lives. We shall hold ourselves responsible for all spiritual, moral, and ethical misconduct and shall wait for Him who forgives us of our sins. We covenant to seek first the Kingdom of God and His righteousness and will worship none other than God. We give primary allegiance unto God and will honor no persuasion or command that would be contrary to His will.

We further covenant as one body in Christ that our life in this church shall be that of a disciple. Daily, we shall strive by faith and God's grace to be in Christ. Our worship of God shall sound forth praise and thanksgiving. We resolve to be witnesses, in and through the church, to God's redemptive act and sustaining grace. We shall honor the church and support its mission by regular worship, the use of our abilities, and by the gifts of our money. We shall judge ourselves as false to our professed faith should we deliberately ignore the demands of the church upon our lives and our resources.

We covenant to strive for a Christian home by relating to each other as a family of Christ. We resolve to pray together as a family, to engage in corporate and individual devotions, and to have Christ in our home. We shall witness to those not in Christ who are members of our household and we shall seek to teach our children both the Person and practices of Christ.

Moreover, we engage to hold one another in Christian love. We covenant to be reluctant in judgment and quick to forgive. We shall not consciously engage in conduct which may cause one another to stumble in faith. In compassion and concern, we shall minister to each other in sickness, distress, and bereavement. We shall grieve over each other's failure and take joy in our successes. Our prayers shall intercede for one another, and we shall be constantly mindful of each other's needs.

Finally, we covenant to live as Christians in the world. We shall seek to hold to exemplary conduct in all relationships with our fellow man. We covenant to engage in the world mission of the church by a constant and committed witness to the redemptive love of God as revealed and given in Christ our Lord. We pray for the Savior's guidance. We shall regard all Christian churches as being one in Christ and will seek with all Christians a unity of spirit and action. We further resolve that we shall become active members in another church if and when we should separate ourselves from this church.

And, in this covenant made, we shall stand fast, treating its principles with sincerity and renewing it regularly with God and each other in our common worship.

## **ARTICLE XII. CHURCH TEAMS**

### **Section 1. Standing and Special**

There shall be both standing and special teams. Team members must be members of Williamston Memorial Baptist Church, Incorporated.

### **Section 2. Identity**

Church teams shall be those set forth in the by-laws and shall have membership, responsibilities, and duties as provided therein.

## **ARTICLE XIII. GENERAL /MISCELLANEOUS PROVISIONS**

### **Section 1. Use of Church Facilities**

Permission for use of any church property shall be granted by the Properties and Facilities Management Team. Dates and times for church property use shall be scheduled with the church administrative assistant.

### **Section 2. System of Finance**

1. Modified-Unified Budget System: Weekly offerings are received from the congregation and applied toward the unified budget for defrayment of all expenses and the provisions of all church ministries and activities.
2. Offering Receipt: The members' offerings may be given at any time.
3. Special Offerings
  - a. Offerings promoted by the Missions Ministry Team
  - b. Offerings in conjunction with the Baptist State Convention of North Carolina and the Southern Baptist Convention
  - c. Diaconate authorized offerings
  - d. These offerings shall be recorded and reported on the treasurer's quarterly report.

### **Section 3. License to Preach**

Any member of the church who, upon recommendation of the Pastor or Associate Pastor, giving evidence that they are called of God, may be given license to preach the gospel with a three fourths (3/4) majority vote, provided a quorum is present.

## **Section 4. Ministerial Ordination**

When a member desires to be ordained for full time ministry:

1. The Pastor and the Diaconate, after satisfying themselves of the candidate's fitness, shall make a recommendation for candidate examination to the church at any regularly scheduled church session.
2. Three-fourths (3/4) majority vote, provided a quorum is present, at the regularly scheduled church session must agree to the recommendation.
3. It is an expectation of Memorial Baptist Church that the ordination team of the South Roanoke Baptist Association will examine the candidate with respect to Christian experience, call to the ministry, and views of Bible doctrine. When this council recommends the candidate's ordination, he/she shall be publicly ordained.

## **Section 5. Definitions**

**Administrative Team** – a ministry team whose *primary* duties are “organizational/resourceful” in nature, but provide necessities that directly impact the ability of all our ministry activities to function

**Adult member** – a member at least 18 years of age

**Computer network** – a means of linking computers to provide a method for ease of exchanging information, utilizing shared software, and standardizing processes

**Consulting team member** – an additional temporary member of any ministry/administrative team who is not assigned a term of service and does not have team voting rights. This member can help the team in any way, but is not to be utilized in lieu of the assigned core team members.

**Core team member** – voting member of any ministry/administrative team who is responsible for contributing to the fulfillment of the ministry/administrative team duties and expectations

**HVAC** – Heating, Ventilation, and Air Condition

**Memorial Baptist Church** – a term synonymous with Williamston Memorial Baptist Church, Incorporated

**Mentor** - a trusted individual who befriends, guides, coaches, advises, and encourages. A Memorial Baptist Church mentor will help ensure another member or person understands the church ministries, structure, and policies. In addition he/she will encourage the person in their spiritual growth providing counsel as they feel confident and referring the individual to other resources when necessary. The mentor should be instrumental in assisting a person's movement from their entry point in the church to their involvement in small groups for spiritual development and ultimately participation in ministry teams where God will continue to equip them for His service.

**Ministry Team** – a group of individuals who collectively use their spiritual gifts and abilities to *intentionally* share the love of Jesus with people by fulfilling the duties specifically defined for their team with an expectation of “Kingdom growth”

**Quorum** – forty (40) adult members required to be present before business can be transacted

**Simple majority** – one more than half of those voting

**Social network** – a communication link made possible with technology (Internet) that allows individuals or groups to interface with one another [examples: e-mail, instant messaging, Twitter, Facebook, MySpace]

**Special team** – a group of people selected to work together for a specific purpose -The team is not permanent in nature and generally dissolves after fulfilling its purpose.

**Uninvolved member** – a church member who is not attending any of the church activities and is not active in the ministries during the course of a year, and who the Diaconate and/or the Hospitality Team cannot restore the member's relationship with the church

**Web page** – a document connected to the World Wide Web (www.) that is viewable by anyone connected to the internet and has a web browser

**Website** – a set of interconnected web pages, usually including a home page (starting point), prepared and maintained as a collection of information by a person, group, or organization

## **Article XIV. ADOPTION and AMENDMENT of CONSTITUTION and BYLAWS**

### **Section 1. Adoption**

This Constitution and Bylaws shall be considered adopted with three fourths (3/4) majority favorable vote, provided a quorum is present, at any business session. This vote shall be taken no less than thirty days (30) after a formal presentation of the Constitution and Bylaws to the church, and notice of the church session in which the vote is to be taken shall be given at least one (1) week in advance.

### **Section 2. Amendment**

An amendment, alteration, or repeal to the Constitution and Bylaws must be submitted to the Ministry Coordination Team for review. The Ministry Coordination Team will ensure the proposed changes are presented to the church in writing at least two (2) weeks prior to a vote being taken. This Constitution and Bylaws or any part thereof may be amended, altered or repealed by three fourths (3/4) majority vote, provided a quorum is present, at any regular or special business session.

### **Section 3. Preservation**

A copy of this Constitution and Bylaws shall at all times be kept in the church office, with another copy maintained in the church vault. The Ministry Coordination Team will be responsible for promptly preparing, in the proper format, any amendment passed by the church. This amendment will be added to the church office Constitution and Bylaws and the copy located in the church vault.

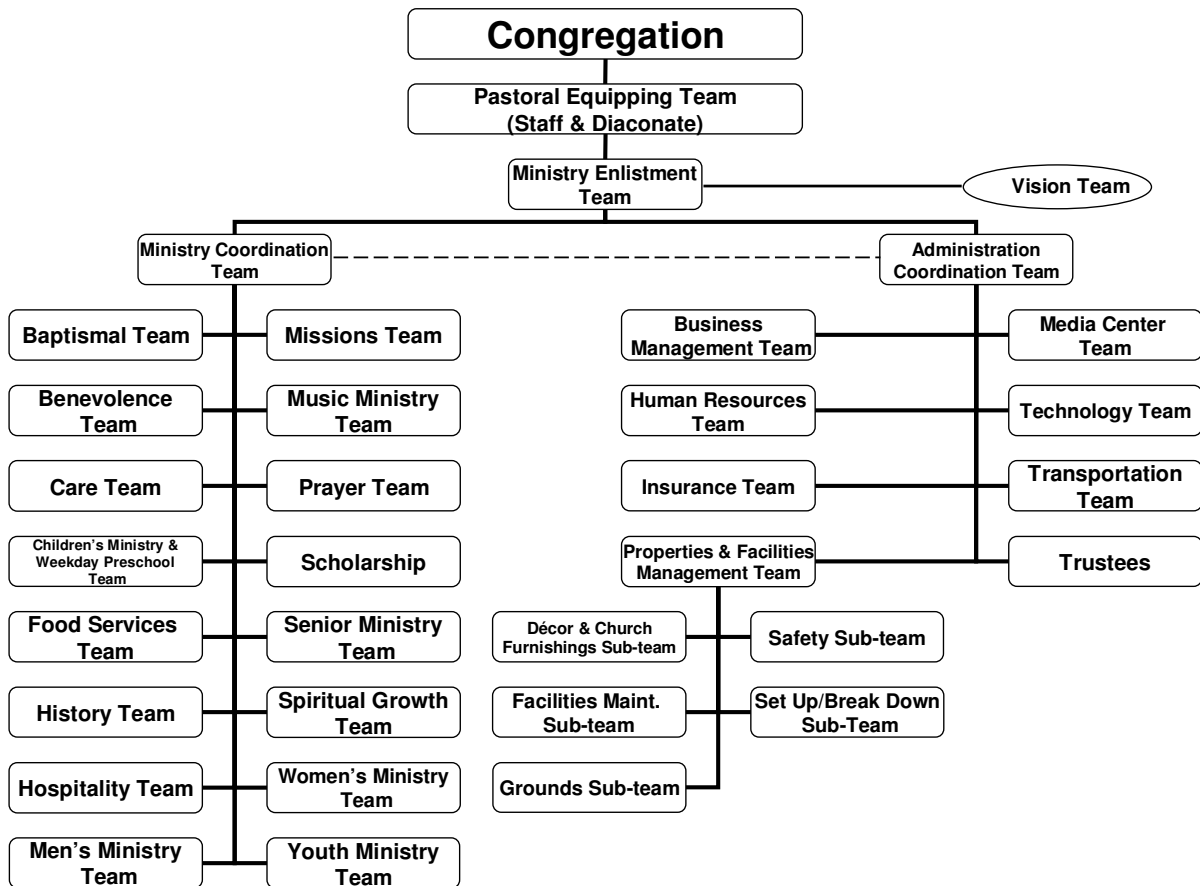
### **Section 4. Distribution**

Each member or family shall be provided a copy of the Constitution and Bylaws.

**WILLIAMSTON MEMORIAL BAPTIST CHURCH, INC.  
WILLIAMSTON, NORTH CAROLINA**

**BYLAWS**

**MEMORIAL BAPTIST CHURCH STRUCTURE**



# **ARTICLE I. SELECTION AND DUTIES OF DIACONATE**

## **Section 1. Selection**

1. The Diaconate will self appoint a Deacon Call Team to oversee the deacon nomination/selection/integration process.
  - a. This team shall be composed of the Diaconate Chair, Vice Chair and three deacons having recently served at least one (1) full year.
  - b. The primary duty of this Deacon Call Team will be to educate the congregation and potential nominees of the qualifications and duties of effective deacon ministry, to provide oversight to the selection process and to integrate new deacons into the diaconate in an effective manner.
  - c. The team will promote the congregational nominations of qualified individuals with announcements, mailings and any avenue available.
2. Nomination
  - a. Nomination forms (appendix) will be available in the bulletin, sanctuary entryways and the atrium welcome center during the month of July for the adult membership to nominate any other adult member exhibiting spiritual leadership, spiritual maturity and Christian service. Any nominee must have been a member of Williamston Memorial Baptist Church for more than one year.
  - b. Adult members may nominate as many adult members as they prayerfully feel led.
  - c. To avoid a possible conflict of interest or the appearance of conflict of interest, staff members (Pastor, Associate Pastor, Youth Minister, Children's Director, Music Director, Administrative Assistant, Treasurer and Financial Secretary/Office Assistant) and /or their spouses will not be considered as eligible nominees or candidates.
  - d. Nomination forms are to be completed and placed in the ballot boxes before 2:00pm on the last Sunday of July.
  - e. The Deacon Call Team will assay the nomination forms and compile a list of all nominees.

- f. All nominees will be contacted and invited to a Spiritual Gifts and Diaconate Service celebration session held before the fourth Sunday in August where:
  - i. The Pastor will utilize scripture and any other references to describe how effective deacon service at Williamston Memorial Baptist Church can be used to accomplish Kingdom and personal growth.
  - ii. The Chair of the Diaconate will review the Williamston Memorial Baptist Church Deacon Handbook and will detail the expectations and opportunities for deacon service.
  - iii. Other deacons currently serving may offer their testimony and insight to this ministry.
  - iv. If after hearing and understanding the biblically defined role and expectations of deacons at Williamston Memorial Baptist Church, the nominees feel that God is working in their life and they are willing to follow His call as a deacon, the nominee signs one nomination acceptance form committing to fulfill the role of deacon if selected. Upon receipt by the Deacon Call Team, the signed form converts the nominee to a candidate for deacon and their name is added to the ballot.
3. Official Ballot
  - a. A listing of all candidates committed to fulfilling the Memorial Baptist Church role of deacon is made available to the church body the first Sunday of September.
  - b. At the worship services on the second Sunday in September, the Pastor will call special attention or prayerful consideration by all members and the importance of being in attendance on the third Sunday in September.
  - c. At both morning worship services on the third Sunday in September, each adult member will be entitled to cast a ballot for the number of deacons required to complete the diaconate. (This number will be printed clearly at the top of the Deacon Ballot.)
  - d. If services are cancelled for any reason on the third Sunday of September, all deacon selection activities will take place on the fourth Sunday of September or as soon as possible.
  - e. Absentee ballots will be accepted provided ballots are forwarded to the church office prior to the third week Sunday worship service in September.
4. Election
  - a. The Deacon Call Team will promptly meet after voting ends and tally the ballots.
  - b. Those individuals receiving the highest number of votes shall be selected.
  - c. In the event of a tie during the selection process, the team will fill the vacant position by random drawing between the “tied” individuals.
5. Term Fulfillment Due to Resignation
  - a. If a member of the Diaconate resigns more than thirty (30) days prior to the annual Diaconate selection process, the individual who received the most votes in the last selection process and is not serving on the Diaconate will serve the remainder of that vacant term.

## **Section 2. Diaconate Duties**

1. Deacons shall at all times regard themselves as servants of God through the church. With the Pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the church.
2. Their primary duty is the establishment and maintenance of spiritual and personal relationships with all members of the church.
3. They shall also assist the ministerial staff in observance of church ordinances.
4. They shall arrange and have regular ministry planning/business sessions and appoint teams as deemed necessary to the discharge of their duties. The chair may call the Diaconate into a special session whenever the need for such a session arises and shall do so upon the request of the minister or any three (3) members of the diaconate.
5. Deacons are to be engaged in the life and activities of the church. Deacons are expected to serve on a minimum of one team/ministry that utilizes their spiritual gifts and be able to share the ministry work of that team with the Diaconate at the regular sessions.
6. Annually, deacons are to communicate with all assigned family members and assess the health of the church/member relationship. If a deacon is unable to establish contact or restore relationship wholeness, the member shall be referred to the Hospitality Team for additional support. If the deacon discovers a member is habitually absent because of a personal issue, the deacon is charged to do everything possible to restore health to the relationship. The deacon shall utilize the Chair, Hospitality Team and Church Staff in an effort to restore harmony. If all resources are exhausted and the member is still not active in the life of the Church, that member is placed on an uninvolved member list and removed from the active member roll. The Diaconate and the Hospitality Team will periodically review and attempt to make contact with individuals on the uninvolved member list.
7. Reference the Diaconate Handbook for an explanation of all other duties.

## **Section 3. Diaconate Discipline**

1. The absence of a deacon from three regular consecutive monthly planning sessions or absence from a total of five regular monthly planning sessions during a calendar year without satisfactory cause, which cause shall be determined by the Diaconate, shall be relieved of his/her responsibilities as a member of the Diaconate.
2. A Memorial Baptist Church Deacon represents Christ and our membership in his/her spiritual, work, family and personal life. If a deacon exhibits conduct in direct conflict with the biblical expectations of a deacon as referenced in the Deacon Handbook and this document, the Chair and Vice Chair will utilize direction in Matthew 18:15-18 to address any inconsistencies and, if warranted, bring the situation to the Diaconate and Pastor for guidance. If the Chair and /or Vice Chair's conduct is called into question, any three (3) members of the Diaconate are asked to employ the guidance in Matthew 18:15-18 and report to the Diaconate and Pastor if warranted.

## **ARTICLE II APPOINTMENT AND DUTIES OF TEAMS**

### **Section 1. General**

There shall be both standing and special teams. Team members must be members of Williamston Memorial Baptist Church, Incorporated.

### **Section 2. Common Policies for All Teams**

1. All team activities should support our purpose to bring people into a personal relationship with Jesus Christ, develop them spiritually, and equip them for His ministry.
2. Team Membership
  - a. Selection of members:
    - i. All team members will be members of Memorial Baptist Church, Incorporated
    - ii. The Ministry Enlistment Team will work with the existing team members to enlist new members each year utilizing selection methods that allow members to serve in their areas of spiritual giftedness or to serve in an attempt to discern their spiritual gift(s).
    - iii. A recommended minimum and maximum number of core team members are designated for each team. Each team shall have the minimum number of members and “up to” the maximum. In other words, if the maximum number is more than the members who volunteer or feel led to serve, these slots do not have to be filled.
    - iv. The Ministry Enlistment Team has the authority to adjust the minimum and maximum numbers as the need arises.
3. Team service terms will coincide with the church calendar year from October 1<sup>st</sup> through September 30<sup>th</sup>.
4. Service Term Rotation for all teams except Board of Trustees
  - a. The core team members will be on a three (3) consecutive year rotation.
  - b. At the end of three (3) consecutive years, a core team member can make a request to the Ministry Enlistment Team to serve a second consecutive three (3) year term or a partial second term. If approved, the individual can serve a second term but will be required to take a one year rest as a core team member at the end of the six (6) years of service before returning to the team as a core team member.
5. Board of Trustees Rotation
  - a. Members will rotate off, one per year, and may serve again after an absence of one year. If an individual is serving the expired term of someone else, they will be eligible to serve their own seven year term without the one year absence.
6. Core team members are the voting members of the team.

7. Core team members can elect to enlist “consulting team members”.
  - a. The consulting team members are additional temporary members who are not assigned a term of service and do not have team voting rights.
  - b. The consulting team members can help in any way needed to carry out the ministry or administrative duties, but are not to be utilized in lieu of the assigned core team members.
  - c. Consulting team members should be considered if there is a special project in progress for a team or an unusually heavier work load than normal for a short time period.
8. Education and team expectations
  - a. Each team should have a ministry planning session within the first month of the new church year to orient and educate all team members of the team’s responsibilities and to plan for the year ahead.
  - b. The Ministry Enlistment Team will be a resource to assist in the education session of each team as needed.
9. Team Leader Selection
  - a. The Ministry Enlistment Team will work with each church team to ensure a team leader is in place.
  - b. An individual may serve as Team Leader on only one team per church year.
  - c. An individual can serve as the leader for multiple years if desired by the team.
10. Schedule ministry planning sessions as needed to effectively plan and execute team duties.
11. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.
12. Ministry Celebration
  - a. Team reports are to be turned in to the church office **two weeks** prior to the Ministry Celebration date.
  - b. Purpose - To compile all reports so the membership will have opportunity to review the information prior to the celebration.
  - c. Team Leader or designee should be prepared to answer questions or discuss report as needed on Celebration night.
  - d. Ministry Celebrations are held on the 3<sup>rd</sup> Wednesday night of the first month of each quarter.
13. Budget
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time.
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending.
14. If at any time a team should require church furniture or equipment to be moved to accommodate their ministry, they should notify the church office. This notification shall be made as far in advance of the actual need date as possible to allow adequate time for Set-up/ Break Down Team to get the job done. This team is not to be utilized for non-ministry related activities.
15. Each team will work with the Safety Team as needed.

### **Section 3. Special Teams**

1. Special Teams are those appointed at any time for a specific purpose. Special Teams are not permanent in nature and are generally dissolved after fulfilling their stated purposes. These teams will be appointed by the Diaconate or Ministry Enlistment Team. All special teams will be approved by the Diaconate or by simple majority vote of the church body.

## **ADMINISTRATION COORDINATION TEAM**

### ***Mission***

This is a team who will administer the church resources to support the church mission.

### ***Objectives/Goals***

The Administration Coordination Team is to lead the church in planning, implementing, and evaluating the “administrative necessities” (as opposed to ministries) of the church. This team will address the business, financial, legal, personnel matters, facility, property, custodial, maintenance, logistical, safety, and technological.

### ***Core Membership***

(Recommended minimum number – 8; recommended maximum number – 8)

Membership should include:

1. Business Management Team Leader
2. Insurance Team Leader
3. Human Resources Team Leader
4. Properties and Facilities Management Team Leader
5. Technology Team Leader
6. Transportation Team Leader
7. Trustee Leader
8. Safety Sub-Team Leader or designee
9. Media Center Team Leader

### ***Duties***

Duties of team will include but are not limited to:

1. Coordinate the overall “administrative functions”
2. Inform and request advice from the Ministry Coordination Team, Ministry Enlistment Team, Staff, and/or Diaconate of any information deemed necessary
3. Keep the church membership informed relative to the administrative elements
4. Quarterly evaluate all facets of the church administrative structure, and at other times as deemed necessary by the team leader
5. Review any documents that apply to the administrative teams annually
6. Prepare a written report of the team’s activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
7. Schedule ministry planning sessions as needed to effectively plan and execute team duties

8. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Instructions***

The team leader will be a member of the Ministry Coordination Team and should be prepared to share the team activities at the designated time.

## **BAPTISMAL TEAM**

### ***Mission***

This team will make the baptism experience a memorable moment in a baptismal candidate's life.

### ***Objective/Goals***

This team will maximize the impact baptism can have on a candidate's spiritual journey and our congregation as we utilize baptism to celebrate, praise and worship God. This team will promote baptism as a Baptist tenet of faith and an expression of joy as it was modeled for us by Christ.

### ***Team Member Gifts and Abilities May Include:***

1. Service
2. Administrative skills
3. Organizational skills
4. Compassion

### ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number - 7

### ***Duties***

Duties of team will include but are not limited to:

1. Schedule annual evaluation of robes, supplies and materials
2. Annually review baptistery operation procedures
3. Coordinate baptismal activities with Pastor, Family Deacon, the Deacons on call for that month and other supportive church members
4. Provide and prepare all the elements (robes, towels, floor mats, cleaners, etc.) for a well managed and memorable baptismal service
5. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
6. Schedule ministry planning sessions as needed to effectively plan and execute team duties

7. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

## **BENEVOLENCE TEAM**

### ***Mission***

The team has a twofold challenge to carry out the biblical mandate to care for people's needs and be good stewards of the church's resources. While assisting people financially, the team has an opportunity to share the gospel and **bring people into a relationship with Jesus Christ.**

### ***Objectives/Goals***

The Benevolence Team will study needs within the church and in the community in the spirit of Christian compassion and stewardship. The team will design a plan for responding to those needs and administer the plan.

### ***Team Member Gifts and Abilities May Include:***

1. Appreciation for confidentiality
2. Administrative skills
3. Sees value of all people
4. Discernment
5. Encouragement
6. Mercy
7. Service

### ***Core Membership***

1. Recommended minimum number – 6
2. Recommended maximum number – 8

### ***Duties***

Duties of team will include but are not limited to:

1. Develop and maintain forms for those requesting assistance
2. Disbursements shall be made from the Benevolence Fund checking account with more than one member having check writing authority
  - a. Checkbook will remain in the church office.
3. Consider needs as they arise and disburse financial or material aid as deemed necessary
4. Develop benevolence policies for administering aid to people in need
5. Network with community agencies and take advantage of opportunities

6. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
7. Schedule ministry planning sessions as needed to effectively plan and execute team duties.
8. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

1. Keep a confidential record showing name, type and amount of assistance provided.
2. The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

## **BOARD OF TRUSTEES**

### ***Mission***

To serve as church representatives for Williamston Memorial Baptist Church, Inc., an incorporated body of believers, in legal matters

### ***Objectives/Goals***

To represent the church in all legal processes; To insure that any legal and property matters are transacted with expediency, accuracy, and in accordance with local, state, and federal laws and in the best interest of Williamston Memorial Baptist Church, Inc.

### ***Team Member Gifts and Abilities May Include:***

1. Discernment
2. Administrative skills
3. Wisdom
4. Communication skills
5. Knowledge of contractual and property law may be helpful

### ***Core Membership***

There shall be seven members of the Board of Trustees who shall serve for a term of seven years. Members will rotate off, one per year, and may serve again after an absence of one year. If an individual is filling the unexpired term of someone else, they will be eligible to serve their own seven (7) year term without having the one year absence.

### ***Duties:***

Duties of the Board of Trustees will include but are not limited to:

1. Chairperson should call a meeting at the beginning of each new church year to elect officers for the coming year.

2. Represent the church in its legal, contractual, and other property matters. They shall be empowered to execute all contractual agreements, such as, but not limited to the purchase, sale, transfer, mortgage, or lease of church property when authorized to do so by the church in a business session.
3. From the seven trustees, there shall be three who serve as Officers of the Board of Trustees. The Chairperson shall be selected by the Ministry Enlistment Team. A Vice-Chairperson and a Secretary/Treasurer will be selected by the Trustees themselves and shall serve a term of one year as an officer, renewable for up to three years.
4. As per Article V of the church's Articles of Incorporation: "The number of directors, their terms and methods of election shall be as from time to time designated in the by-laws. The directors may be referred to in the by-laws as the "Trustees".
5. Any properties, assets, contracts, etc. that list the Board of Trustees as the holder of the deed or title shall be the same as titled to "Williamston Memorial Baptist Church, Inc."
6. Taxable gifts of property (real or personal):
  - a. Determine if appropriate and useful to be accepted by the church
  - b. Develop and maintain a system for recording such gifts
7. Schedule ministry planning sessions as needed to effectively plan and execute team duties.
8. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

## **BUSINESS MANAGEMENT TEAM**

### ***Mission***

This team will ensure the church is a wise steward of the financial resources God has entrusted to us. The resources will be handled with the highest level of trust and integrity possible. Ultimately, the church is responsible to God for the stewardship of its funds.

### ***Objectives/Goals***

The team will develop a budget to appropriate financial resources so the mission and vision God has given us may be accomplished through the ministries of our church. It will promote the budget to the congregation and seek to increase their commitment to biblical stewardship.

### ***Team Member Gifts and Abilities May Include:***

1. Service
2. Leadership
3. Meeting the needs of others
4. Wisdom
5. Knowledge
6. Faith
7. Financial background
8. Administrative skills

## ***Core Membership***

(Note: The church treasurer will be a member of this team.)

1. Recommended minimum number - 8
2. Recommended maximum number - 12

## ***Duties***

Duties of team will include but are not limited to:

(Note: The team leader should be assessable and responsive to church treasurer.)

1. Handle any financial business of the church
2. Assist the Human Resources Team in securing a church treasurer
3. Annually, recommend the review accountant for affirmation by the church body
4. Prepare a proposed budget for the church fiscal year
5. Educate team leaders in budget process, spending practices, and implement accountability measures
6. Present the prepared budget to the church body at least two (2) months prior to the next fiscal year
7. Promote the budget following its adoption by the church
8. Educate the congregation to understand their role in stewardship
9. Assist the Missions Team in the promotion of special offerings
10. Approve non-budgeted emergency expenditures not in excess of \$2500
11. Recommend to the church body any non-budgeted proposed expenditures in excess of \$2500
12. Assist the church treasurer and financial secretary as needed
13. Develop a teller schedule for Sunday and Monday banking procedures
  - a. Develop a written teller procedure
  - b. Orient tellers to procedures
14. Implement a standardized budgeting and spending process for all ministry and administrative teams
15. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
16. Schedule ministry planning sessions as needed to effectively plan and execute team duties.
17. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

## ***Special Duties***

The team leader will be a member of the Administration Coordination Team and should be prepared to share team activities at the designated time.

# **CARE TEAM**

## ***Mission***

The team will provide connection and support for members separated by distance or those locally that are unable to attend church events for both short and long duration. This team will provide support for church members and related church family members impacted by significant life changing events.

## ***Objectives/Goals***

The Care Team will initiate contact and supportive actions to maintain connection to membership when life circumstances change that may prohibit individuals from regular attendance. Special CARE and support will be directed to those serving abroad, attending college, sick or unable to attend for any reason. The Team will assist church family members through the grief process or other significant life changes.

## ***Team Member Gifts and Abilities May Include:***

1. Contributing to needs of others
2. Ability to delegate to other teams when necessary
3. Relationship builder
4. Encouragement
5. Serving
6. Enthusiasm and compassion
7. Discernment
8. Mercy
9. Confidentiality

## ***Core Membership***

1. Recommended minimum number - 5
2. Recommended maximum number - 10

## ***Duties***

Duties of team will include but are not limited to:

1. Become acquainted with all members, especially those that are non-attendees or irregular in attendance
2. Identify which members would benefit from intentional personal contact from the team
3. Identify what method (personal visit, phone call, email, etc.) would best meet their needs
4. Maintain a list of members needing CARE and cooperate with other teams or individuals where appropriate
5. Support family members while planning and preparing for funeral
6. Develop schedule for serving meal to family on day of funeral
7. Assist in securing legal assistance or professional planning for CARE recipients
8. Assist in maintaining contact and re-assimilating members after losing a family member or after a separation or divorce
9. Provide support for single parent households
10. Identify and recommend local support agencies that can assist members in transition
11. Coordinate training and respite for caregivers

12. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
13. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
14. Schedule ministry planning sessions as needed to effectively plan and execute team duties
15. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

Team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

## **CHILDREN'S MINISTRY and WEEKDAY PRESCHOOL TEAM**

### ***Mission***

This team supports outreach, health, growth and sharing of our children's ministry. It touches the lives of families in a special way. This team is vital in that it brings children into an early relationship with Jesus Christ.

### ***Objectives/Goals***

This team will oversee the children's ministry director and weekday preschool teachers. They will assist in carrying out the weekday preschool activities and the children's ministries of the church. The team will develop and administer a comprehensive program for this age group.

### ***Core Membership:***

(Recommended Minimum -10; Recommended Maximum – 13)

1. Children's Ministry and Weekday Preschool Director (1)
2. At least two parents of children in the program - The parents must be members of the church; only one parent per child (2)
3. At least one representative from the Sunday School teachers of preschool and children (1)
4. At least one representative from the mission leaders of preschool and children (1)
5. At least two at large adult church member (2)
6. Safety Team representative (1)

## ***Team Member Gifts And Abilities May Include:***

1. Effective communication skills
2. Passion for children
3. Service
4. Encouragement
5. Ability to work well with others
6. Administrative skills
7. Organizational skills

## ***Duties***

Duties of team may include but are not limited to:

1. Work closely with children's ministry directors and teachers
2. Promote the children's ministry and weekday preschool
3. Enlist adult support for children's camps and activities
4. Recommend new team members to the Ministry Enlistment Team
5. Help the children's ministry director secure leadership for children's mission organizations
6. Assist with planning and ensure the effective implementation of Vacation Bible School
7. Work with the Children's Ministry Director in developing and administrating Children's Church
8. Assist the Human Resources Team in securing weekday preschool teachers and director
9. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
10. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
11. Schedule ministry planning sessions as needed to effectively plan and execute team duties.
12. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

## ***Special Duties***

The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

# **DECOR and CHURCH FURNISHINGS SUB-TEAM**

## ***Mission***

This team will ensure that the placement of furnishings, flowers and décor are appropriate and aesthetically pleasing.

## ***Objectives/Goals***

Ensure the appropriate use of furnishings and decorations throughout the church facility.

## ***Team Member Gifts and Abilities May Include***

1. Creativity
2. Organizational skills
3. Serving
4. Encouragement
5. Leadership
6. Decorating skills
7. Discernment

## ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number - 5

## ***Duties***

Duties of the team will include but are not limited to:

1. Coordinate schedules for supplying flower/plant arrangements for use in worship and other services
2. Oversee use of decorations throughout the church buildings
3. Decorate the sanctuary and other church areas for holiday seasons and, as requested, for special events
4. Ensure all furnishings, decorations and equipment moved by this team, or permission granted by this team, is returned to original position
5. Establish policy for and ensure that flowers or other charitable gifts are provided from Memorial Baptist Church to church families in times of birth and death
6. Secure and maintain (include proper storage of) any needed, reusable church decorations
7. Determine if gifts of furnishings are appropriate for church to accept
8. Monthly walk through to ensure all church furnishings are in proper location
9. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
10. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
11. Schedule ministry planning sessions as needed to effectively plan and execute team duties.

## 12. Ministry Planning Session Minutes

- a. Select a team member to record ministry planning session minutes
- b. Planning session minutes should be kept in the standard format (as provided by church office)
- c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Properties and Facilities Management Team and should be prepared to share team activities at the designated time.

## **FACILITIES MAINTENANCE SUB-TEAM**

### ***Mission***

This team will plan, maintain and evaluate all aspects of the existing church facilities.

### ***Objectives/Goals***

The team will be responsible for the planning, maintaining, and contracting of all activities related to existing facilities maintenance.

### ***Team Member Gifts and Abilities May Include:***

1. Administrative skills
2. Leadership
3. Service
4. Discernment
5. Wisdom
6. Effective communication skills
7. Organization skills
8. Electrical, plumbing, painting, or carpentry skills
9. Knowledge of public facility safety requirements

### ***Core Membership***

1. Recommended minimum number - 6
2. Recommended maximum number - 12

### ***Duties***

Duties of team will include but are not limited to:

1. Affirm or renew maintenance agreements
2. Make minor repairs as necessary to facilities
3. Implement work order system to organize and prioritize repairs
4. Develop standard procedures for routine tasks and review annually
5. Develop site map that identifies locations of 'maintenance systems' and review annually (i.e., electrical panel boxes, water shut off, heating and air)
6. Perform a semi-annual "walk around assessment" of the facilities
7. Schedule, coordinate, and encourage participation in church wide workdays as needed
8. Open and close buildings, and adjust HVAC for functions
9. Ensure remedies of any findings from inspectors/auditors regarding facilities

10. Maintain records of service and repair activities for future reference
11. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed
12. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
13. Schedule ministry planning sessions as needed to effectively plan and execute team duties.
14. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Properties and Facilities Management Team and should be prepared to share team activities at the designated time.

## **FOOD SERVICES TEAM**

### ***Mission***

Every area of the church is touched by food service. Those who prepare and serve, seek to **bring** people together for Jesus by providing nourishment in a pleasant surrounding.

### ***Objectives/Goals***

The Food Services Team is to ensure that the total food service operation of the church is administered effectively and meets the needs of the church.

This team will coordinate logistics for every church event that requires food to be prepared and/or served. Examples of such functions are covered dish suppers, Connect Mid Week meals, guest speaker/group receptions or meals, staff entry/exit receptions, special church events, and church socials. This does not include personal activities where church members use the church facilities such as birthday parties, weddings, anniversaries, and other family functions, or funerals.

### ***Team Member Gifts And Abilities May Include:***

1. Skills to plan and prepare meals for large groups
2. Skills to evaluate kitchen facilities
3. Skills to coordinate schedules and to write procedures
4. Creativity to serve an attractive and pleasing meal
5. Strong communication skills to interface with church staff and members
6. Flexible and willing to adjust to special requests

## ***Core Membership***

1. Recommended minimum number - 5
2. Recommended maximum number - 10

## ***Duties***

Duties of team will include but are not limited to:

1. Coordinate Connect Mid Week meals
  - a. Develop yearly schedule for groups to be responsible for Connect Mid Week meals
  - b. Communicate duties/guidelines to each group as needed
2. Recommend maintenance and new equipment needs for food preparation to the Facilities Maintenance Team
3. Maintain Inventory
  - a. Keep inventory of supplies and notify church administrative assistant when order needs to be placed to replenish
  - b. Keep designated kitchen supply storage areas organized and stocked. (Make sure all team members know where the storage areas are and how to access)
  - c. Ensure adequate cooking, serving and cleaning supplies are available in kitchen
4. Evaluation/Reporting
  - a. Continually monitor costs and efficiency
  - b. Monitor cleanliness of kitchen and communicate any concerns to the custodian
  - c. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
5. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
6. Procedures and Policies
  - a. Develop and recommend standard procedures or policies that relate to food service or kitchen use as deemed necessary
  - b. Communicate procedures/policies to the church body
7. Schedule ministry planning sessions as needed to effectively plan and execute team duties
8. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

## ***Special Duties***

Team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

## **GROUNDS SUB-TEAM**

### ***Mission***

This team will plan, maintain and evaluate all aspects of the church grounds and ensure landscape “curb appeal.”

### ***Objectives/Goals***

The team will be responsible for the planning, maintaining, and contracting of all activities related to grounds maintenance. Their efforts will target beautifying the landscape and addressing issues which may detract from the aesthetics or permanence of the structures.

### ***Team Member Gifts and Abilities May Include:***

1. Administrative skills
2. Leadership
3. Service
4. Wisdom
5. Effective communication skills
6. Organization skills
7. Landscaping/gardening passion

### ***Core Membership***

1. Recommended minimum number - 5
2. Recommended maximum number - 7

### ***Duties***

Duties of team will include but are not limited to:

1. Affirm or renew existing landscape maintenance agreement
2. Perform a semi-annual “walk around assessment” of the grounds and lawn condition (note: additional walk around assessments may be needed prior to church wide workdays)
3. Schedule, coordinate, and encourage participation in church wide workdays as needed
4. Prepare a written report of the team’s activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
5. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
6. Schedule ministry planning sessions as needed to effectively plan and execute team duties

7. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Properties and Facilities Management Team and should be prepared to share team activities at the designated time.

## **HISTORY TEAM**

### ***Mission***

To lead the church family in learning from the past how God guides and develops us so that we can better fulfill His mission throughout the future

### ***Objectives/Goals***

The History Team is to:

1. Assist the church in making and keeping accurate, comprehensive records of its current life and work
2. Gather and safeguard all historical records
3. Help the membership understand and learn from their history

### ***Team Member Gifts and Abilities May Include:***

1. An interest in history
2. Recognition of the value of creating and preserving records
3. Organizational skills
4. Good communication skills
5. Creativity in sharing /displaying information

### ***Core Membership***

1. Recommended minimum number - 5
2. Recommended maximum number - 8

### ***Duties***

Duties of team will include but are not limited to:

1. Locate records and historical materials
  - a. Examples: church documents, newspaper publications, pictures, audiovisuals, ministry activities documentation, baptisms, births, deaths, transfer of membership
2. Preserve records and historical materials
  - a. Determine most adequate and cost effective means to safeguard historical materials
  - b. Designate and organize a place in the church to keep the records that is as environmentally controlled as possible to prevent deterioration
3. Educate members regarding the value and responsible use of the historical records

4. Procedures and Policies
  - a. Develop and recommend policies and procedures regarding historical materials, for example:
    - i. Who keeps files of current records and on what frequency should the records be turned over to the history team
    - ii. Who will have access to the records and under what conditions
    - iii. In what ways may the records be used
5. Promote an appreciation of the church heritage
6. Record church events (photographs, audio/visuals, videos, summaries)
7. Reporting:
  - a. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
  - b. Present a year-end review
8. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
9. Schedule ministry planning sessions as needed to effectively plan and execute team duties
10. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The History Team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

## **HOSPITALITY TEAM**

### ***Mission***

Hospitality is a gift of God that enables individuals to make guests feel at ease. Individuals participating on, or enlisted by, this team are of extreme importance to the initial phase of **bringing** people into our church environment and recognizing their needs as they seek to begin or grow their **personal relationship with Jesus**.

### ***Objectives/Goals***

The Hospitality Team will ensure that necessary activities are in place to make guests feel welcome in our church. This team will organize and participate in ministries necessary for extending hospitality to those who are members of our church but uninvolved, visit our church, and those in our community who are un-churched with the intent of introducing them to Jesus or encouraging their **spiritual development**.

### ***Team Member Gifts And Abilities May Include:***

1. Sensitivity to new people
2. Unique capacity for making others feel welcome
3. Compelled to help those who may feel insecure, uncomfortable, alone, excluded
4. Enjoy meeting new people
5. Comfortable with strangers
6. Tactful communication skills
7. Flexibility
8. Knowledge of overall church structure
9. Organization skills
10. Willing to visit

### ***Core Membership***

1. Recommended minimum number - 5
2. Recommended maximum number - 8

### ***Duties***

Duties of team will include but are not limited to:

1. Promote involvement of entire church body in increasing Kingdom numbers by sharing Christ in their own unique ways
2. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time.
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
3. Usher/Greeter Ministry
  - a. Usher
    - i. Develop yearly usher schedule for 8:30 and 11:00 worship services which ensure two ushers at both front door vestibules and two at the atrium entrance
  - b. Greeter
    - i. Develop yearly greeter schedule for Welcome Center and Horizon Services
    - ii. Give consideration for having greeters outside the building to assist
  - c. Organize annual usher/greeter education session at beginning of church year to collectively review guidelines and to stress the importance of this ministry
    - i. Make any changes necessary to the usher and greeter guidelines at this time
4. Uninvolved Member Ministry
  - a. Assist Diaconate in contacting and ministering to members who for any reason have become uninvolved

5. Visitor Ministry
  - a. Be attentive to visitor attendance at worship services, Sunday School, or other church activities and acquire the necessary information to facilitate a personal follow up visit
  - b. Develop a “standard gift package” to be given to first time visitors
    - i. This “gift” should demonstrate our membership’s appreciation for the individual(s) attending our services and also provide some detailed information about our church structure, beliefs, and ministries.
  - c. Ensure gift package is delivered to the individual(s) within three days of the initial visit
    - i. Hospitality Team members can make the personal visit themselves or can utilize other church members who are willing to serve in this capacity even though they may not officially be on the Hospitality Team.
6. Community Ministry
  - a. Make necessary contacts to discover and be attentive to the “un-churched” in our community
  - b. Ensure personal contacts are made to:
    - i. Share church information
    - ii. Issue a personal invitation to join us for worship
    - iii. Ultimately share Jesus
  - c. Determine contact frequency to individual(s) based on their acceptance
7. Prepare a written report of the team’s activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
8. Schedule ministry planning sessions as needed to effectively plan and execute team duties.
9. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The Hospitality Team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

# **HUMAN RESOURCES TEAM**

## ***Mission***

To assist, empower, and hold accountable church personnel as they carry out the mission statement of the church, to **Bring, Develop and Equip**

## ***Objectives/Goals***

To recruit, support and maintain highly qualified personnel in a manner to facilitate the smooth operation of all church ministries and activities

## ***Team Member Gifts and Abilities May Include:***

1. Appreciation for confidentiality
2. Human Resource experience
3. Leadership
4. Administrative skills
5. Organizational skills
6. Service
7. Compassion
8. Discernment
9. Listening

## ***Core Membership***

1. Recommended minimum number - 5
2. Recommended maximum number - 7

## ***Duties***

Duties of team will include but are not limited to:

1. Recruit and support personnel
2. Determine wages and benefits
3. Encourage adequate avenues for orientation and training
4. Support professional growth and development
5. Conduct annual performance appraisals that provide feedback opportunities
6. Update and maintain employee records
7. Resolve any disputes and/or issues that may arise
8. Maintain open communication at all times
9. Team leader or designee should maintain contact with staff monthly for encouragement, feedback, and open communication
10. Maintain Personnel handbook – review and update annually
11. Prepare a written report of the team’s activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
12. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending

13. Schedule ministry planning sessions as needed to effectively plan and execute team duties.
14. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

1. The team leader will be a member of the Administration Coordination Team and should be prepared to share team activities at the designated time.
2. This team is responsible for all personnel except the pastor. Any personnel issues relating to the pastor will be handled by the Diaconate.

## **INSURANCE TEAM**

### ***Mission***

This team should make sure that the church is adequately insured for both property and liability coverage.

### ***Objectives/Goals***

The Insurance Team is to provide adequate insurance at a competitive price.

### ***Team Member Gifts and Abilities May Include:***

1. Administrative Skills
2. Effective communication.
3. Organizational skills
4. Knowledge of insurance and the coverage needed
5. Knowledge of business and business practices

### ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number - 5

### ***Duties***

Duties of team will include but are not limited to:

1. Review insurance policies annually, prior to renewal, to determine if coverage is adequate and current
2. Make sure policies are updated when changes occur
3. Present policies for bids approximately 45 days prior to renewal every three years
4. Recommend to the Business Management and the Human Resources Teams the company deemed to be in the best interest of the church
5. Annually maintain an inventory of church properties. Pictures and documentation of prices and purchase and/or construction dates are helpful in the event of a loss. The inventory should be placed in a safety deposit box.
6. Be available to work with the Diaconate and Human Resources Team to assess the personal insurance needs of the staff
7. Be available to work with company adjusters and agents in the event of a loss

8. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time.
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
9. Schedule ministry planning sessions as needed to effectively plan and execute team duties
10. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Administration Coordination Team and should be prepared to share team activities at the designated time.

## **MEDIA CENTER TEAM**

### ***Mission***

Provide and maintain reading material and study resources for Christian entertainment and spiritual growth

### ***Objectives/Goals***

The Media Center Team will plan, implement and evaluate all facets of the media center so that members can easily access materials that will entertain and enrich their spiritual growth and development.

### ***Team Member Gifts and Abilities May Include:***

1. Knowledge/experience in library science
2. Administrative skills
3. Organizational skills
4. Discernment

### ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number - 5

### ***Duties***

Duties of team will include but are not limited to:

1. Establish operating hours and develop a personnel schedule for coverage
2. Establish and implement policy for selecting books and materials
3. Establish and implement policy for overdue books and materials
4. Establish and implement policy for use of memorial gifts
5. Work with the Spiritual Growth Team to ensure all reference material reflects our values and beliefs
6. Maintain media center materials and equipment

7. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
8. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
9. Schedule ministry planning sessions as needed to effectively plan and execute team duties
10. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Administration Coordination Team and should be prepared to share team activities at the designated time.

## **MEN'S MINISTRY TEAM**

### ***Mission***

This team will strive to bring men into a more intimate daily relationship with Jesus Christ by offering spiritual growth opportunities, support and fellowship with other Christian men.

### ***Objectives/Goals***

Assemble men of the church to share time growing in spiritual knowledge and love of God. Teach them how to minister to others by focusing on living Godly lives with guidance from the Bible.

### ***Team Member Gifts and Abilities May Include:***

1. Administrative skills
2. Discernment
3. Evangelism
4. Exhortation
5. Giving
6. Hospitality
7. Leadership
8. Mercy
9. Service/Helps
10. Shepherding

### ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number – 5

## ***Duties***

Duties of team will include but are not limited to:

1. Determine needs and interest of men in church and community
2. Plan and coordinate activities for men using their talents and abilities
3. Promote fellowship, mentoring of older/younger men, accountability partners, etc.
4. Pray for the spiritual growth of men
5. Supply a representative for the Spiritual Growth Team
6. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
7. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
8. Schedule ministry planning sessions as needed to effectively plan and execute team duties
9. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

## ***Special Duties***

The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

# **MINISTRY COORDINATION TEAM**

## ***Mission***

This team will coordinate the functions of the church: worship, fellowship, discipleship, evangelism, missions (Acts 2:42-47).

## ***Objectives/Goals***

The Ministry Coordination Team is to lead the church in planning, implementing, and evaluating many facets of the church activities. This team will support and encourage the pastor and staff as they serve the church family by collaborating and determining a holistic church strategy.

## ***Core Membership***

1. Staff – Pastor
2. Staff – Associate Pastor (Team Leader)
3. Staff – Youth Minister
4. Staff - Preschool and Children’s Ministry Director
5. Staff – Music Director
6. Sunday School Director
7. Diaconate Chair
8. Worship Representative
9. Administration Coordination Team Leader
10. Ministry Enlistment Team Leader
11. Vision Team Leader
12. Baptismal Team Leader
13. Benevolence Team Leader
14. Care Team Leader
15. Children’s Ministry & Weekday Preschool Team Leader
16. Food Services Team Leader
17. History Team Leader
18. Hospitality Team Leader
19. Men’s Ministry Team Leader
20. Missions Team Leader
21. Music Team Leader
22. Prayer Team Leader
23. Scholarship Team Leader
24. Senior Ministry Team Leader
25. Set-up and Breakdown Team Leader
26. Spiritual Growth Team Representative
27. Women’s Ministry Team Leader
28. Youth Team Leader

## ***Duties***

Duties of team will include but are not limited to:

1. Establish and promote the annual calendar of activities for the church
2. Coordinate the overall effort of the church and all its organizations
3. Determine the addition or removal of ministries to/from the church structure ensuring that all ministries are in tune with the church mission statement
4. Review church documents (constitution/bylaws etc.) annually
  - a. Review any requests for amendment, alteration, or repeal to the Constitution and Bylaws. Ensure that all valid requests are presented to the church in writing two (2) weeks before the scheduled vote date.
  - b. Any proposed change(s) should be prepared to be reviewed at the July Ministry Celebration with the church vote to follow abiding by provisions as specified in the Adoption and Amendment Section (XIV) of the Constitution.
  - c. Be responsible for promptly preparing, in the proper format, any amendment passed by the church
    - i. Add amendment to copy of Constitution and Bylaws in the church office and church vault
5. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
6. Schedule ministry planning sessions as needed to effectively plan and execute team duties
7. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

## ***Special Duties***

The team leader will develop and communicate standard recording format for all teams.

## **MINISTRY ENLISTMENT TEAM**

### ***Mission***

This team will administer and organize all of the Memorial Baptist Church ministry and administrative teams. The direction provided will have a direct influence on **bringing people into a relationship with Jesus, their spiritual development, and equipping them for God's service** outside the walls of the church.

### ***Objectives/Goals***

The Ministry Enlistment Team is to connect members to ministry and administrative teams based on their giftedness and passions and to ensure they have adequate education regarding their purpose and duties for their team assignment.

## ***Team Member Gifts And Abilities May Include:***

1. Administrative skills
2. Leadership
3. Understanding of spiritual “giftedness”
4. General knowledge of church members
5. Ability to talk to people about opportunities to serve
6. Appreciation for confidentiality of discussions
7. Wisdom

## ***Core Membership***

1. Recommended minimum number - 5
2. Recommended maximum number – 8

(**Note:** The Diaconate, Pastor, and Associate Pastor will appoint team members and select a team leader. After the initial team selection, team member rotations will follow the guidelines defined in the bylaws. Vacancies will continue to be filled by the Diaconate, Pastor, and Associate Pastor.)

## ***Duties***

Duties of team will include but are not limited to:

1. Maintain records of members’ spiritual gifts, abilities, and service area passions and keep up to date as new members are added
2. Emphasize how each ministry supports the mission and values of the church
3. Work closely with team leaders and returning members to select and enlist new team members for all church teams
4. Select leaders for all teams (individual may serve as leader for only one team per church year)
5. Assist all teams with any questions or issues that arise relative to leadership, membership and duties
6. Approve core team member’s service terms beyond three (3) consecutive years, up to six (6) years
7. Advise teams of standard format for team reports, policies and other documentation
8. Hold ministry teams accountable for carrying out the team’s ministry
9. Keep track of member service years and rotation
10. Ensure adequate education sessions
11. Select a church clerk annually
  - a. The clerk will keep an accurate and complete record of the business transacted by the church at all Ministry Celebrations and any special called business sessions.
  - b. The clerk will prepare and submit the church profile to the association annually, at the designated time.
  - c. Be prepared to submit church clerk recommendation at the July Ministry Celebration for affirmation by the church body.
12. Prepare a written report of the team’s activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
13. Schedule ministry planning sessions as needed to effectively plan and execute team duties

#### 14. Ministry Planning Session Minutes

- a. Select a team member to record ministry planning session minutes
- b. Planning session minutes should be kept in the standard format (as provided by church office)
- c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

1. The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

## **MISSIONS TEAM**

### ***Mission***

This team will promote and support local, associational, state and global missions and provide opportunities for God's people to become personally involved in mission work through prayer and hands on experience.

### ***Objectives/Goals***

The Missions Team is to connect members with needs in the mission fields. This team will support and encourage missionaries and their work for the Kingdom.

### ***Team Member Gifts and Abilities May Include:***

1. Passion for missions and worldwide Kingdom growth
2. Love for all God's people
3. Ability to delegate
4. Prayer warrior
5. Enthusiasm and creativity to excite others to pray and do mission work
6. Teaching
7. Speaking ability
8. Wisdom
9. Serving

### ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number - 5

### ***Duties***

Duties of team will include but are not limited to:

1. Organize local missions opportunities
2. Promote and facilitate collection and delivery of mission items
3. Become knowledgeable of mission activities and missionaries
4. Communicate mission news, prayer requests and items needed
5. Promote mission trips
6. Promote mission offerings (Annie Armstrong, Lottie Moon, NC Missions, etc.)
7. Prepare and present annual budget to the Business Management Team requesting monies needed to assist in mission work as well as recommended offering goals and mission appropriations

8. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
9. Schedule ministry planning sessions as needed to effectively plan and execute team duties
10. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

## **MUSIC MINISTRY TEAM**

### ***Mission***

A music ministry provides a spiritually fulfilling experience in Christian worship and fellowship and helps to bring believers and non-believers into the presence of God. Music is the universal language that God created for His Honor and our enjoyment.

### ***Objectives/Goals***

1. Provide a complete music ministry, including: instrumental, vocal (solos and ensembles), choral (choir) and congregational elements
2. Provide effective music ministry opportunities for all age groups
3. Embrace opportunities to utilize music to reach a diversified community
4. Meet the challenge of matching Christian music with both a progressive and traditional culture, to help provide the most effective worship experiences
5. Utilize music to celebrate, praise and worship God and comfort, encourage, and energize believers

### ***Core Membership***

(Recommended minimum – 9; recommended maximum – 11)

1. Music Director
2. Senior Saints Leader
3. Contemporary Service representative
4. Adult Choir representative
5. Senior Saint Choir representative
6. Handbell Choir representative
7. Children's Ministry representative
8. Two at-large representatives (2)

### ***Team Member Gifts and Abilities May Include:***

1. A passion for music
2. A compelling desire to share a message from God
3. Ability to organize and coordinate activities
4. Ability to be creative and flexible
5. A desire to comfort, encourage and lift up
6. A desire to celebrate God
7. A desire to honor God
8. Ability to appreciate and embrace a wide range of music styles
9. Ability to discern how to effectively incorporate a wide range of music styles and elements into worship and fellowship to best meet the needs of a diverse congregation and community

### ***Duties***

Duties of team will include but are not limited to:

1. Coordinate the music: instrumental, choral, and congregational, for each worship service
2. Ensure music: instrumental, choral, and congregational, is prepared and provided for all worship services
3. Schedule music related practices, as needed
4. Coordinate service music preparation with Pastor(s) and worship leaders
5. Integrate music ministry, as much as possible, with other ongoing church ministries (ex: Sunday School emphasis, revivals, mission initiatives, etc.)
6. Ensure needed music, supplies and equipment are provided to carry out the music ministry
7. Assist the Human Resources Team in securing paid music staff
8. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
9. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
10. Schedule ministry planning sessions as needed to effectively plan and execute team duties
11. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

# **PRAYER TEAM**

## ***Mission***

This team will lead the church in promoting prayer (individual and collective) to fulfill the mission of **bringing, developing and equipping** members, and lifting up God's work in our community, nation and world.

## ***Objectives/Goals***

The Prayer Team will develop, promote and implement an ongoing prayer ministry for our church. It will schedule and organize prayer events for the ministries and activities of the church.

## ***Team Member Gifts and Abilities May Include:***

1. Discernment
2. Exhortation
3. Faith
4. Knowledge
5. Leadership
6. Mercy
7. Confidentiality
8. Shepherding
9. Administrative skills
10. Prayer Warrior

## ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number - 5

## ***Duties***

Duties of team will include but are not limited to:

1. Identify key people in the church who are willing to pray and serve in prayer ministry
2. Establish a strategic prayer team
3. Facilitate the development and implementation of the prayer chain using all available technology
4. Plan and organize special prayer events
5. Set up designated areas for prayer in the church
6. Encourage prayer in every ministry of the church
7. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
8. Schedule ministry planning sessions as needed to effectively plan and execute team duties

9. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

## **PROPERTIES and FACILITIES MANAGEMENT TEAM**

### ***Mission***

This team will manage, coordinate, and evaluate activities of the Décor and Church Furnishings, Safety, Facilities Maintenance, Set-up and Break Down, and Grounds Sub-teams.

### ***Objectives/Goals***

The team will be responsible for overseeing the sub-teams that handle anything concerning the facilities and grounds of the church to eliminate duplication of efforts and to provide adequate communication channels between sub-teams.

### ***Core Membership***

1. Décor and Church Furnishing Sub-team Leader
2. Facilities Maintenance Sub-team Leader
3. Grounds Sub-team Leader
4. Safety Sub-team Leader
5. Set-up and Break Down Sub-team Leader

### ***Duties***

Duties of team will include but are not limited to:

1. This team shall consider for approval requests for use of the church facilities for Christian or social functions other than regularly scheduled uses. Dates and times for use of church property shall be scheduled with the church administrative assistant.
2. Share all pertinent information with sub-team members
3. Set goals for all sub-teams at first meeting, and assess progress at year end
4. Schedule ministry planning sessions as needed to effectively plan and execute team duties
5. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session

## ***Special Duties***

The team leader will be a member of the Administration Coordination Team and should be prepared to share team activities at the designated time.

## **SAFETY SUB-TEAM**

### ***Mission***

To provide a safe and secure environment in which to worship, minister, and work

### ***Objectives/Goals***

To protect the members, guests, employees, property, and ministries of our church through policies, preparations, procedures and training to help prevent problems and tragedies from occurring

### ***Team Member Gifts and Abilities May Include:***

1. Administrative skills
2. Discernment
3. Hospitality
4. Leadership
5. Service/Helps
6. Knowledge of risk management, security, and safety policies, procedures and implementation
7. Experience in law enforcement

### ***Core Membership***

1. Recommended minimum number - 5
2. Recommended maximum number - 7

### ***Duties***

Duties may include but are not limited to:

1. Work with a variety of other teams to help assess and develop policies and procedures to help ensure the safety and security of all church activities and ministries
2. To help evaluate all risk and liability potential areas of concern which may include the following but are not limited to these: Facilities, equipment, personnel and volunteers, computers, playground and recreational areas, fire safety, security of buildings and those on premises of the church both inside and outside the building, emergency care, adequately stock first aid kits, food preparation and proper disposal, transportation, electrical and other maintenance, proper storage of materials and supplies, parental approval for special activities, infectious diseases and blood-borne pathogens, background checks, release of children, handicap and special needs, premises liability, prohibited areas, activities, and items not to possess on premises, etc.
3. Help insure that the physical property and equipment is used according to its designed purpose and that it is maintained properly
4. Along with other appropriate teams, conduct periodic inspections of wiring, structures, outside lighting, locks, burglar and fire alarm systems, signage, exits (panic doors, lights, signs)

5. Develop with the assistance of staff and the Diaconate, a practical plan for dealing with natural disasters such as hurricanes, floods, tornados, snow, etc., and emergency situations that may occur
6. Develop and staff a sub-team for hospitality/security during worship and possibly other activities
7. Investigate and implement, if needed, a procedure for background checks for staff and volunteers who work with preschoolers, children, or youth
8. Evaluate and design a fire evacuation plan for worship and Sunday School times. This may be done with the help of the local fire department.
9. Recommend and implement policies adopted by the church regarding safety and security of all members and guests
10. Education:
  - a. Responsible for educating all church personnel, paid and volunteer, concerning all safety and security policies as to their purpose, procedure, and implementation.
  - b. Advise the entire church body of safe practices, such as leaving the church buildings as a group, if possible, after meetings, Bible study, choir practice, etc. at night, and emergency action plans
  - c. Give consideration to using local EMS and law enforcement to assist with educating congregation and ministry groups
11. Consult resources available from Baptist State Convention, insurance companies, and local law enforcement and EMS for other safety and security policies and areas of concern
12. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
13. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
14. Schedule ministry planning sessions as needed to effectively plan and execute team duties
15. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Properties and Facilities Management Team and should be prepared to share team activities with others at the designated time.

# **SCHOLARSHIP TEAM**

## ***Mission***

This team will facilitate the process of reaching out to local students by assisting them with the financial needs associated with attending institutions of higher education.

## ***Objectives / Goals***

The Scholarship Team will administer any scholarship opportunities that are channeled through our church with a Christian spirit of compassion and willingness to help others. The goal of this team is to render decisions as prescribed by the tenets of any scholarship offered.

## ***Team Member Gifts and Abilities May Include:***

1. Discernment
2. Exhortation
3. Encouragement
4. Administrative skills
5. Confidentiality
6. Service
7. Wisdom

## ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number - 5

## ***Duties***

Duties of team will include but are not limited to:

1. Promote the offering of any available scholarships and their focus area for recipients ( i.e. – L. Bruce Wynne, N.C. Baptist, et.al)
2. Process the applications according to the terms set forth by each individual scholarship
3. In the absence of any predetermined process for a scholarship, it will be the duty of this team to set guidelines for administering that scholarship
4. To prayerfully determine the scholarship recipients and to notify all applicants of the team's decisions. This should be done with a spirit of encouragement and compassion.
5. Schedule ministry planning sessions as needed to effectively plan and execute team duties
6. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically if possible) should be submitted to the church office after each planning session.

# **SENIOR MINISTRY TEAM**

## ***Mission***

This team will strive to bring seniors into a more intimate daily relationship with Jesus Christ by offering spiritual growth opportunities, support and fellowship.

## ***Objectives/Goals***

The Senior Ministry Team will support the growth, outreach, health, and fellowship of the senior church family while making available and using the wisdom that comes from many years of living, studying, and applying God's Word.

## ***Team Member Gifts and Abilities May Include:***

1. Love for senior adults
2. Ability to speak and delegate
3. Leadership
4. Organizational skills
5. Creativity
6. Patience

## ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number - 5

## ***Duties***

Duties of this team will include but are not limited to:

1. Determine needs and interests of senior adults in the church and community
2. Plan and coordinate activities for senior adults
3. Promote fellowship of senior adults, in conjunction with the Associate Pastor
4. Pray for the special needs of senior members and extended family
5. Provide a representative for the Spiritual Growth Team
6. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
7. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
8. Schedule ministry planning sessions as needed to effectively plan and execute team duties
9. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

## ***Special Duties***

The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

## **SET UP and BREAKDOWN SUB-TEAM**

### ***Mission***

To assist the custodial staff and the various ministries of our church by assuring moveable equipment and furniture are in place for ministry events

### ***Objectives/Goals***

To make sure facility equipment and furniture are in place for each event taking place at the church. This will involve proper planning and coordination with the custodial staff, church staff, and any team or ministry group that has a need for arrangement of resources. (Services of this team are for church ministries only, not for personal or social functions.)

### ***Team Member Gifts and Abilities May Include:***

1. Service/Helps
2. Hospitality
3. Administrative skills
4. Leadership
5. Physical ability to move tables, chairs and any other equipment

### ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number - 5

### ***Duties***

Duties of team will include but are not limited to:

1. Work with the church staff and custodian to plan schedule for setting up and taking down tables, chairs, staging and other equipment used for various church ministry opportunities (The Administrative Assistant or Associate Pastor should furnish a monthly calendar listing known set-ups and breakdowns.)
2. Be on call by church staff to perform set-up/breakdown tasks given as much notice as possible (All ministry team leaders will be notified to let the church office know as far in advance as possible, of any furnishings and equipment rearrangement needs.)
3. Ensure that chairs, tables and other equipment are not stored (permanently or temporarily) in an area that creates conflict for other church functions that may be occurring simultaneously
4. Ensure all furnishings, décor, and equipment moved are returned to their original position
5. Any requests for rearranging church furnishings/equipment other than to meet needs of church ministries and functions should be approved by church staff.

6. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
7. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
8. Schedule ministry planning sessions as needed to effectively plan and execute team duties
9. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

1. The team leader will be a member of the Properties and Facilities Management Team and should be prepared to share team activities at he designated time.
2. The team leader or designee will attend the Ministry Coordination Team planning sessions for the purpose of understanding the proposed calendar of church events and the set-up/breakdown requirements.

## **SPIRITUAL GROWTH TEAM**

### ***Mission***

This team will plan and implement a comprehensive program of developing and equipping people for lifelong commitment to the teachings, person, and spirit of Jesus Christ.

### ***Objectives/Goals***

The Spiritual Growth Team will seek to equip all of God's people for the work of Christian service, and to build up the body of Christ (Ephesians 4:12). This team will work to establish avenues of spiritual growth for all ages and stages of life, from the newest believer to the most seasoned Christian. It will also be the goal of this team to provide the most gifted, trained, and passionate teachers available to lead spiritual growth opportunities and to provide the resources necessary to carry out this mission. This team will also seek ways to utilize the gifts and passions of the church members to help others along the path of spiritual growth and maturity.

## ***Core Membership:***

(Recommended minimum number – 6; recommended maximum number – 8)

1. Associate Pastor (will serve as team leader)
2. At least one representative from the Men's Ministries
3. At least one representative from the Women's Ministries
4. At least one representative from the Sunday School
5. At least one representative from the Senior Ministry
6. At least one representative from those adults who have a passion for seeing others grow in their walk with Christ

## ***Team Member Gifts and Abilities May Include:***

1. A passion for developing a closer relationship with God and helping others become more Christ-like
2. Administrative skills
3. Teaching
4. Vision
5. Creativity
6. Knowledge of available resources
7. Exhortation
8. Encouragement
9. Prayer warrior
10. Discernment

## ***Duties***

Duties of team will include but are not limited to:

1. Enlistment:
  - a. Shall annually enlist all teachers and facilitators for Sunday School
  - b. Shall enlist any other facilitators needed for spiritual growth small groups or other learning opportunities
  - c. Sunday School Director
    - i. Assist the Associate Pastor in matters concerning Sunday School
    - ii. Assist with Sunday morning responsibilities
    - iii. Prepare a quarterly report for the Ministry Celebration
  - d. Assistant to the Sunday School Director
    - i. Assist with documentation and record keeping
  - e. The list of recommendations for the coming year will be presented at the July Ministry Celebration for affirmation by the church body.
2. To discover and enroll members in spiritual growth opportunities
3. To orient new believers and new members of Memorial Baptist Church for responsible church membership and how to become functioning members of the body of Christ, the Church. Responsible church membership is the New Testament expectation of all Christians.
4. To assist the Associate Pastor in tracking new member/mentor relationships
5. To equip church members for discipleship and personal ministry through progressive learning, growth in Christ likeness, application of Biblical truth to every area of life, and the responsibility of sharing the Christian faith
6. To facilitate the teaching of Christian theology and Baptist doctrine, Christian ethics, and history, as well as church polity, organization, and Baptist heritage

7. To provide the needed resources for all spiritual growth opportunities
8. To promote the value, benefits and Biblical admonition of spiritual growth
9. To set a principal time for training that is protected from conflict from all other interests and groups. To help plan so that there is no competition from other team planning sessions, music, or other groups
10. To identify individual and corporate needs for training
11. To provide an adequate means of recording spiritual growth needs, progress, resources available, and evaluation of current and future spiritual growth opportunities
12. To work in cooperation and coordination with all other aspects of the church, to promote a seamless and comprehensive program of worship, outreach, and spiritual growth, while encouraging the process of *bringing, developing, and equipping* individuals for service in His Kingdom
13. Work with the Media Center Team to ensure all reference material reflects our values and beliefs
14. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
15. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
16. Schedule ministry planning sessions as needed to effectively plan and execute team duties
17. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

1. A Spiritual Growth Team representative will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

## **TECHNOLOGY TEAM**

### ***Mission***

This team will use the vast capabilities of media technology to share church related information and the love of Jesus internally with the church family and externally to the world.

### ***Objectives/Goals***

The team will be responsible for the use, maintenance, and purchase recommendations of all the church's technology related resources. Their efforts will target utilizing current technology to enhance worship experiences, congregational relationships, communicate

church and weekday preschool news and information, as well as to provide tools for equipping people for the ministries they have been called by God to pursue.

### ***Team Member Gifts and Abilities May Include:***

1. Administrative skills
2. Leadership
3. Computer skills
4. Internet skills
5. Computer hardware and software skills
6. Wisdom
7. Knowledge
8. Service
9. Effective communication skills
10. Organizational skills
11. Video, photography, sound and lights technology knowledge, webpage

### ***Core Membership***

1. Recommended minimum number - 5
2. Recommended maximum number - 7

### ***Duties***

Duties of team will include but are not limited to:

1. Website
  - a. Continuously improve website keeping in mind user friendly navigation, focus on guests and newcomers, and enhanced media support
  - b. Establish a consistent process of updating the website so that events and/or information are not overlooked on this important “advertising medium”
  - c. Educate the church family on website content and navigation
2. Maintain social networks (such as email, Facebook, etc.)
3. Equipment/Hardware: (examples- soundboards, DVD/VCR/TV’s, network components, copiers, printers, lights etc.)
  - a. Inventory
  - b. Manage upgrades
  - c. Ensure prompt repairs
4. Network
  - a. Network computer systems as deemed necessary
  - b. Provide basic maintenance and support of network components
5. Software:
  - a. Inventory
  - b. Manage updates and licenses
  - c. Coordinate standardization
6. Provide technical support to other ministry teams
7. Sustain documentation and procedures for future generations of team members to use and build upon
8. Soundboard
  - a. Provide written standard operating procedure
  - b. Develop yearly schedule to provide a qualified sound operator for each church function requiring sound reinforcement both in and out of sanctuary
  - c. Educate volunteers on procedures

9. Video
  - a. Provide written standard operating procedure
  - b. Develop yearly schedule to provide a qualified video technician for each church function requiring video reinforcement both in and out of sanctuary
  - c. Educate volunteers on procedures
10. Maintain a secure offsite electronic filing system
11. Consult outside resources as needed
12. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
13. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
14. Schedule ministry planning sessions as needed to effectively plan and execute team duties
15. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Administration Coordination Team and should be prepared to share team activities at the designated time.

## **TRANSPORTATION TEAM**

### ***Mission***

This team will manage the transportation needs of the church.

### ***Objectives/Goals***

The team will ensure safe and adequate transportation for the ministries and activities of the church.

### ***Team Member Gifts and Abilities May Include:***

1. Service
2. Discernment
3. Organizational skills
4. Knowledge of vehicles

### ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number - 5

## ***Duties***

Duties of team will include but are not limited to:

1. Maintain a maintenance log (tire rotation, mileage, tune ups, etc.)
2. Ensure cleanliness of vehicles
3. Maintain a log sheet of vehicle usage
4. Ensure regular service of vehicles
5. Maintain vehicle supplies, including first aid kits, etc.
6. Develop and implement a pre-use check list
7. Review church vehicle use policy annually, and update as needed
8. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
9. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
10. Schedule ministry planning sessions as needed to effectively plan and execute team duties
11. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

## ***Special Duties***

The team leader will be a member of the Administration Coordination Team and should be prepared to share team activities at the designated meeting time.

## **WOMEN'S MINISTRY TEAM**

### ***Mission***

This team will strive to bring women into a more intimate daily relationship with Jesus Christ by offering spiritual growth opportunities, support and fellowship with other Christian women.

### ***Objectives/Goals***

Assemble women of the church to share time growing in spiritual knowledge and love of God. Teach them how to minister to others by focusing on living Godly lives with guidance from the Bible.

### ***Team Member Gifts and Abilities May Include:***

1. Love for women of all ages
2. Ability to speak and delegate
3. Willingness to befriend, visit, mentor
4. Prayer warrior
5. Leadership
6. Organizational skills
7. Creativity

### ***Core Membership***

1. Recommended minimum number - 3
2. Recommended maximum number - 5

### ***Duties***

Duties of team will include but are not limited to:

1. Determine needs and interest of women in church and community
2. Plan and coordinate activities for women using their talents and abilities
3. Promote fellowship, mentoring of older/younger women, accountability partners, secret sisters, etc.
4. Pray for the spiritual growth of women
5. Supply a representative for the Spiritual Growth Team
6. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
7. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
8. Schedule ministry planning sessions as needed to effectively plan and execute team duties
9. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

# **YOUTH MINISTRY TEAM**

## ***Mission***

Youth are precious jewels in God's Kingdom, fulfilling His mission and purpose in the world. An effective youth ministry **brings** young people to a saving knowledge of Jesus Christ, helps them grow and **develop spiritually** and prepares them for the future challenges of young adult and adult life.

## ***Objectives/Goals***

Develop and administer a comprehensive program designed to move young people to salvation, into Christian fellowship, through discipleship and on to a Christian lifestyle, including Christian service. It should instill faithfulness to and deep love for Christ and His family and awareness, burden and love for the lost world. A comprehensive ministry should aim to significantly increase Biblical knowledge in youth and provide a supportive, dependable environment for young people to grow in wisdom, strength and favor with God and man.

## ***Core Membership***

(Recommended minimum number – 9; recommended maximum number – 12)

1. Youth Minister (1)
2. At least two parents of youth who attend MBC. The parents must be members of the church; Only one parent per child (2)
3. At least one middle-school aged youth who is active in the church (1)
4. At least one high-school aged youth who is active in the church (1)
5. At least one representative from the Sunday School teachers of youth (1)
6. At least one representative from the mission leaders of youth (1)
7. At least two representatives from those adults who may not have children currently in the youth program, but who faithfully support the youth ministry (2)  
(Note: Only one team representative per family)

## ***Team Member Gifts And Abilities May Include:***

1. A passion to spiritually grow young people
2. A love for young people
3. Hospitality
4. Service oriented
5. Teaching
6. Contributing to the needs of others
7. Encouraging
8. Faithfulness

## ***Duties***

Duties of team may include but are not limited to:

1. Assist the youth minister and other youth directors and ministers of the church in developing and carrying out a holistic and integrated youth program, consisting of but not limited to: spiritual, educational, recreational, mission related and fund raising activities/events
2. Help ensure necessary supplies and equipment are available for the youth ministry

3. Enlist volunteers as needed to support youth programs and events
4. Assist the Human Resources Team in securing youth ministers
5. Help the youth minister and children/preschool director secure leadership for youth mission organizations
6. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
7. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
8. Schedule ministry planning sessions as needed to effectively plan and execute team duties
9. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

### ***Special Duties***

The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

## **VISION TEAM**

### ***Mission***

This team will chart a long term path for the church to follow through the future in order to maximize its impact in **bringing people into a relationship with Jesus, developing them spiritually and equipping them for His ministry.**

### ***Objectives/Goals***

The Vision Team is to be God centered and directed toward helping the body of believers understand and fulfill God's purpose for the church.

### ***Team Member Gifts May Include:***

1. Administrative skills
2. Leadership
3. Visionary thinking
4. Passion for Kingdom growth
5. Passion for future generations
6. Willingness to do whatever it takes to reach people for Jesus
7. Ability to seek God's guidance and visualize the "big picture through His eyes" in the midst of various viewpoints
8. Ability to forego personal agendas
9. Good communication skills

## ***Core Membership***

1. Recommended minimum number - 10
2. Recommended maximum number - 20

## ***Duties***

Duties of team will include but are not limited to:

1. Discover planning needs for church future based on an analysis of the church and surrounding community
2. Lead in setting and establishing strategies to reach church goals
3. Communicate goals, strategies, and action plans to the church body
4. Follow church procedures in leading the membership in adopting long range plans
5. Include church processes, ministries, properties and facilities in the long range planning
6. Prepare a written report of the team's activities/opportunities and submit to the church office two weeks prior to the Ministry Celebration date. At the Ministry Celebration, the team leader or designee should be prepared to answer questions or discuss report as needed.
7. Budget:
  - a. Prepare and recommend an annual budget to the Business Management Team at the designated time
  - b. Provide explanation to the Business Management Team for overages or inconsistencies in spending
8. Schedule ministry planning sessions as needed to effectively plan and execute team duties
9. Ministry Planning Session Minutes
  - a. Select a team member to record ministry planning session minutes
  - b. Planning session minutes should be kept in the standard format (as provided by church office)
  - c. A copy (electronically, if possible) should be submitted to the church office after each planning session.

## ***Special Instructions***

The team leader will be a member of the Ministry Coordination Team and should be prepared to share team activities at the designated time.

# APPENDIX

**NOMINATION FORM**

***NOMINATION BY A CHURCH MEMBER***

I nominate \_\_\_\_\_ to be a candidate for the Active Deacon Rotation. I believe that the person I am nominating meets the Williamston Memorial Baptist Church requirements for Deacon. I believe this person's spiritual maturity and service if selected will be a blessing to Memorial Baptist Church, give glory to God and grow His Kingdom.

Printed name of nominator \_\_\_\_\_

Signature of nominator \_\_\_\_\_

Date: \_\_\_\_\_

**NOMINATION FORM**

***NOMINATION BY A CHURCH MEMBER***

I nominate \_\_\_\_\_ to be a candidate for the Active Deacon Rotation. I believe that the person I am nominating meets the Williamston Memorial Baptist Church requirements for Deacon. I believe this person's spiritual maturity and service if selected will be a blessing to Memorial Baptist Church, give glory to God and grow His Kingdom.

Printed name of nominator \_\_\_\_\_

Signature of nominator \_\_\_\_\_

Date: \_\_\_\_\_

## **COMMITMENT FORM**

### ***NOMINEE ACCEPTANCE***

Believing that I meet the Williamston Memorial Baptist Church requirements for Deacon as outlined in the Diaconate Nominee session, the Deacon Handbook and the Williamston Memorial Baptist Church's Constitution and Bylaws, I am willing for my name to be placed on the Deacon Ballot and will fill the role of Deacon if selected.

I also understand that if I have not been previously ordained in accordance with the practices of Williamston Memorial Baptist Church, I must be ordained prior to my diaconate service.

Printed name of person nominated \_\_\_\_\_

Signature of person nominated \_\_\_\_\_

Date: \_\_\_\_\_

## **COMMITMENT FORM**

### ***NOMINEE ACCEPTANCE***

Believing that I meet the Williamston Memorial Baptist Church requirements for Deacon as outlined in the Diaconate Nominee session, the Deacon Handbook and the Williamston Memorial Baptist Church's Constitution and Bylaws, I am willing for my name to be placed on the Deacon Ballot and will fill the role of Deacon if selected.

I also understand that if I have not been previously ordained in accordance with the practices of Williamston Memorial Baptist Church, I must be ordained prior to my diaconate service.

Printed name of person nominated \_\_\_\_\_

Signature of person nominated \_\_\_\_\_

Date: \_\_\_\_\_

# Memorial Baptist Church

## CONSTITUTION AND BYLAWS CHANGE TRACKING FORM

### Revision History

Revision Number	Revision Date	Page #	Article # or Team	Description	Amendment Alteration Repeal or Adoption Date