

Bowling Green Baptist Church

Bylaws

ARTICLE I: *Officers*

The officers of this church shall be Pastor, Ministerial staff (such as Minister of Music, Youth Minister, etc.), twelve (12) Deacons, a Clerk, a Treasurer, an Assistant Treasurer, a Sunday School Director, Two members at Large of the Finance Committee, Three Trustees, an Auditor, W.M.U. Director, and Baptist Men's Director.

ARTICLE II: *Duties of Officers*

Section 1. The Pastor shall give special attention to the spiritual and physical needs of the members; he is the leader of worship, proclamation, education, and pastoral ministry. The Pastor (or in his absence or where it is improper for him to act, any member whom the Church may appoint) shall be Moderator of all meetings for transaction of business. The Pastor shall appoint committees when authorized by the Church and shall be an ex officio member on all committees.

Section 2. The Ministerial staff's responsibilities shall be defined by the appropriate church action, as needed.

Section 3. The Deacons shall be servants of the church and be responsible for the welfare of the membership. They shall make proper provision for the administration of the ordinances of the Church. The Deacons shall make a report of their ministry actions at each regular business meeting of the church.

Section 4. The Clerk shall keep a fair and intelligible record of all proceedings of business meetings; these proceedings shall be duly recorded in the Record Book and shall be read at the succeeding quarterly business meeting of the Church. The Clerk shall maintain a current roll of the members.

Section 5. The Treasurer shall receive, record, disburse, and report all incoming and outgoing transactions (except those administered by the Trustees). A Treasurer's Report will be made available at each regular business meeting.

Section 6. The Trustees shall hold legal title to all church property and care for all church funds, except the budget and building fund contributions handled by the Treasurer, and perform all other such acts as required by law.

Section 7. Additional duties of the church officers will be recorded in the Policy and Operations Manual filed in the church office.

ARTICLE III: *Government*

The government of the Church shall be in the hands of its members, twenty five of

whom shall constitute a quorum for the transaction of business.

ARTICLE IV: Elections

Section 1. The non-ministerial officers shall be elected annually at the July Church meeting.

Section 2. In the election of Pastor, public notice thereof shall be given two successive Sundays preceding the election. The Deacons are elected for a term of three years, (3) three of whom shall retire each year and no Deacon may succeed himself until one year after the expiration date of his term of office. Three-fourths of all votes cast shall be necessary for the election of Pastor and other ministerial staff, and a majority for the Deacons and other officers.

ARTICLE V: Business Meetings

Section 1. The regular business meetings of the Church shall be held on the fourth Sunday of January, April, July, and October.

Section 2. In regular business meetings the following order shall be observed:

- a. Reading Minutes
- b. Applications for Membership or Transfer
- c. Reports of Officers
- d. Reports of Committees
- e. Unfinished Business
- f. New Business
- g. Adjournment

Section 3. The Pastor and Deacons (or if the Church should be without a Pastor, the Deacons alone), may convene the Church in special meetings for business whenever they deem it expedient or whenever requested to do so, in writing, by ten members. Special business meetings require public notice on at least two successive Sundays preceding the meeting.

ARTICLE VI: Admissions

Admissions to the membership of the church shall be by profession of faith and baptism by immersion; by transfer of letter from a sister church; or by statement of faith and baptism by immersion, and by affirmation of the church body.

ARTICLE VII: Finances

Section 1. The Finance Committee shall consist of (7) persons: Chairman of Deacons, and one other active deacon, one Trustee, Treasurer, Assistant Treasurer, and two members at large. The (2) members-at-large shall be nominated by the Nominating Committee.

Section 2. The Finance Committee shall encourage and support the stewardship ministry of the church.

Section 3. The Committee shall prepare the annual budget and track the overall financial status of the church during the year. The Committee will make recommendations to the church if a financial issue occurs that is outside the scope of the current approved budget.

Section 4. The Committee shall make quarterly reports at the January, April, July and October Church meeting, and an annual report at the January Quarterly Meeting.

ARTICLE VIII: *Rules of Order*

Section 1. The Moderator shall cause every business meeting to be opened and closed with prayer.

Section 2. The Moderator shall conduct the meeting according to general parliamentary practice.

ARTICLE IX: *Miscellaneous*

Section 1. There shall be a Sunday School in connection with the Church, the organization and government of which shall be under the control of the Church.

Section 2. The Covenant of the Church shall be read before the assembled Church at the Communion season in October of each year and at other times as may seem desirable.

Section 3. The Building and Grounds Committee shall have responsibility for the upkeep and maintenance of the church buildings and the grounds. The Facilities Use Subcommittee, in partnership with the Pastor and Church office, shall have responsibility for the use, guidelines and fees for the use of the church facilities.

Section 4. Any of the by laws embodied in this document may be altered by a three-fourths vote of the members present at any regular business meeting providing one month's previous notice is given. The proposed changes will be made available at least two weeks prior to the meeting.