

Second Baptist Church of Elgin, Illinois, Inc.
1280 Summit Street
Mailing Address: P. O. Box 1181
Elgin, Illinois 60121
(847) 695-7757

Front Entrance



Multi-Purpose Center Entrance

CHURCH CONSTITUTION

**“Let all things be done decently and in order.”
(I Corinthians 14:40)**

Amended and Ratified August 13, 2010
(Last amended August 2014)

Scripture references are from
The King James Version of the Bible.

Not to be duplicated in any form
Or by any means without written permission from
Second Baptist Church of Elgin, Illinois, Inc.

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
-----	<i>Church Covenant</i>	4
-----	<i>Preamble</i>	5
Article I	<i>Name</i>	5
Article II	<i>Purpose</i>	5
Article III	<i>Doctrines of Faith</i>	5
Article IV	<i>Affiliations</i>	6
Article V	<i>Church Revenue</i>	6
Article VI	<i>Government and Discipline</i>	6
Article VII	<i>Membership</i>	7
Article VIII	<i>Officers & Staff</i>	9
Article IX	<i>Ministries</i>	19
Article X	<i>Committees</i>	28
Article XI	<i>Elections & Voting</i>	29
Article XII	<i>Worship Services</i>	29
Article XIII	<i>Church Meetings</i>	30
Article XIV	<i>Policies</i>	31
Article XV	<i>Church Year</i>	34
Article XVI	<i>Amendments</i>	34
-----	<i>Definitions</i>	35
	<i>Index</i>	36

CHURCH COVENANT

The Church has adopted the following covenant as a means by which its members may express their intent to accept the lordship of Jesus Christ in the life of the Church and in its affairs of daily life:

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

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

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, destructive drugs or intoxicating drinks as a beverage, to shun pornography; to be zealous in our efforts to advance the kingdom of our Saviour.

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

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

PREAMBLE

The membership of this Church, realizing that each Baptist church is its own autonomy (a self-governing body), and having no entire specific directory for its government, discipline, and regulations, save or except those found in the New Testament, best adopted for its situation and circumstances, relying upon the guidance of the Holy Spirit for the promotion of the kingdom of Christ, the practices of brotherly love, and growth in grace, for which the church was established on earth, therefore;

We, the members of the Second Baptist Church of Elgin, Illinois, Inc., adopt the following laws for our guidance and governance:

ARTICLE I – NAME

The name and title of this congregation shall be the “Second Baptist Church of Elgin, Illinois, Inc.”

ARTICLE II – PURPOSE

The purpose of this congregation will be to maintain spiritual worship through the preaching and teaching of God’s Word, to strengthen and edify one another in faith, to develop the Christian life, and to spread the kingdom of God through evangelism, domestic and foreign missionary endeavors, and Christian education.

ARTICLE III – DOCTRINES OF FAITH

We believe in:

1. The pre-eminence of Christ, as our divine Savior and Lord.
2. The supreme authority of the Bible and its sufficiency as our rule for faith and conduct.
3. The right of private interpretation of the Scriptures, and the competency of the individual in direct approach to God under the guidance of the Holy Spirit.
4. The separation of church and state.
5. A regenerated church and membership.
6. A divinely called and qualified minister.
7. The ordinances of the believer’s Baptism by immersion in obedience to the command of Christ, and the observance of “The Lord’s Supper” (Holy Communion).
8. The complete independence of the local church and its interdependence in associated fellowship with other churches.

9. The solemn obligation of majority rule (present at meetings and qualified to vote) guaranteeing equal rights to all and special privileges to none.
10. The spiritual unity of all true believers.
11. A worldwide program of missionary fervor and evangelism in obedience to “The Great Commission” of our Lord.
12. Having listed a few areas of our faith, we hold to the principle that we believe the whole Bible, with the New Testament as our last word in religious matters.

ARTICLE IV – AFFILIATIONS

Recognizing our obligations and privileges in fostering the world-wide mission of the church: therefore, we can affiliate with the District, State, and National Baptist Associations having the same faith and practice, in an effort to promote the unity, growth, and outreach of its member churches, and to foster whatever else may serve to promote the interests of Christ in the world.

ARTICLE V – CHURCH REVENUE

Our primary source of Church revenue shall be tithes and offerings as stated in the Scriptures (i.e. Malachi 3:10, Proverbs 3:9).

ARTICLE VI – GOVERNMENT AND DISCIPLINE

SECTION 1: *General Rules* -- This Church shall at all times seek to maintain scriptural government and discipline. Since the Church is the body of Christ where obedience to the Word of God is taught, it shall be controlled with strict, yet wise and kind discipline. Therefore, the rules of authority in matters of government and discipline shall be:

- A. The New Testament.
- B. The Church Covenant.
- C. The Doctrines of Faith.
- D. The Church Constitution.
- E. Robert’s Rules of Order shall be our authority in matters of Parliamentary Procedures.

SECTION 2: *Attendance & Financial Requirements.*

- A. Each member is required to attend Church services regularly unless and because of circumstances beyond their control (i.e.: illness, work, emergencies, and out-of-town travel). Failure to do so for a period of one hundred eighty (180) days shall result in said

member's name being placed on the inactive list and all membership rights, including voting, shall be forfeited until compliance.

Exception: Members who are away from the Church (non-resident members) may maintain their membership if their absence is due to temporary employment, governmental service, school, illness, or other justifiable causes, providing they contact the Church, unless hindered by extreme illness or financial hardship.

- B. Each member is encouraged to tithe and/or contribute offerings in accordance with Malachi 3:10 to help defray the expenses and financial obligations of the Church. Failure to do so for a period of (180) days shall result in said member's name being placed on the inactive list and all membership rights, including voting, shall be forfeited until compliance.

SECTION 3: *Member's Conduct.*

- A. Each member is required to cooperate with the Church's program fully and completely including a willingness to work in needed capacities to carry out the mission of the Church.
- B. Any member(s) of the Church whose conduct and behavior are in direct conflict with any Church doctrine or program that has been voted on and accepted by the Church, either in part or in its entirety, shall be brought immediately under investigation by the Deacon Ministry. If said member is found guilty, Article VII, Section 3, Paragraph C shall be the rule to follow.

ARTICLE VII – MEMBERSHIP

SECTION 1: *Admission of Members* -- Persons may be received into membership by any of the following methods:

- A. Baptism -- Any person who confesses Jesus Christ as Savior and Lord, and is in accord with the doctrine and practice of this Church, may be received into the fellowship following his Baptism by immersion.
- B. By Letter -- A person who is in accord with the doctrine and practice of this Church and who has been baptized by immersion, may be received by letter of commendation from any other Baptist church.
- C. By Christian Experience -- A believer of worthy character who has formerly held membership in a church, and who is in accord with the doctrine and practice of this Church, and who has been baptized by immersion, may be received upon a statement of his Christian experience.

- D. By Restoration. -- Any person who has lost his membership in this Church may be restored to membership upon recommendation of the Deacon Ministry and vote of the Church.

SECTION 2: *Requirements for New Members* -- New members shall be given full membership and "The Right Hand of Fellowship" after completing the Church's required "New Members Orientation Classes." If said requirements are not met, they shall have no membership rights, including voting, until compliance.

SECTION 3: *Dismissal of Members* -- Persons may be dismissed from membership by any of the following methods:

- A. By Death.
- B. By Letter -- Any member in good standing may receive a letter of dismissal by request. There are, however, some exceptional cases. A member who asks for a letter of dismissal with the purpose of evading Church discipline because he has reason to expect it, has no right to a letter. Such a case should be investigated by the Deacon Ministry. The general rule shall be to grant a letter to the member who asks for it, provided he would not be subject to discipline. Such letter shall be valid for only six months from the date of issuance. The validation period must be stated in the letter.
- C. By Exclusion -- Should any member become an offense to the Church and to its good name by reason of non-Christian conduct, the Church has a right, according to the Scriptures (i.e.: Matthew 18:17; 1 Corinthians 5:11-13; 2 Thessalonians 3:6, 14; 2 John 10, 11), and is under obligation to terminate his membership.
 - 1. Upon the advice of the Pastor, such non-Christian conduct shall be investigated by the Deacon Ministry, who will serve as the Disciplinary Committee, to ascertain its validity. If the non-Christian conduct is substantiated, every effort shall be made to bring said member to repentance and amendment.
 - 2. If said member fails to repent and heed the counsel of the Pastor and the Deacon Ministry to amend his ways, he shall be brought before the Church and a vote to exclude said member from fellowship with the Church shall be called for. If the vote prevails, said member shall be excluded as a member of the Church until such time as repentance and amendment is made, and all membership rights, including voting, shall be suspended.
- D. By Erasure -- The Deacon Ministry shall review semi-annually (every 180 days) the list of inactive members. If they are convinced that said members cannot be reclaimed, they shall present to the Church a recommendation that the names of said members be erased from the roll. Upon such action being taken by the Church, said members shall thereafter cease to be members of this Church.

ARTICLE VIII – OFFICERS and STAFF

SECTION 1: *Requirements* -- All Church Officers shall be members of the Church in good standing.

- A. Any Officer of the Church whose conduct or behavior is in conflict with the leadership and doctrines of the Church which have been voted on and accepted by the Church, either in part or in its entirety, shall forfeit the right of his/her office and shall be brought immediately under investigation by the Pastor and Deacon Ministry. If said Officer is found guilty, he shall be dismissed from office.
- B. Any Officer who fails to discharge his assigned duties shall be considered insubordinate and/or incompetent, and shall forfeit all rights of his office.
- C. All Officers shall be prohibited from being an elected member of any other office (including ministry leadership) in the Church.
- D. All Officers should regularly attend bible study and/or Sunday School.
- E. All Officers' positions are voluntary and non-compensated.
- F. All staff positions shall be compensated and subject to the Deacon Ministry in conjunction with the Pastor. (See Article VIII, Section 5, Paragraph M)

SECTION 2: *Pastor* -- The Pastor's position is a staff position with rights and privileges of a Church Officer. The Pastor of this Church must be an ordained minister of the Gospel who fulfills the qualifications as set forth in 1 Timothy 3:1-7, and whose duties encompass the preaching and teaching of the Word of God. As a shepherd, the Pastor is to lead the flock of God and minister to the whole congregation such as is needed.

- A. The Pastor is, by virtue of the office, the overseer and superintendent of all of the interests of this Church and of all of its ministries (e.g. ministries, committees, etc.).
- B. By virtue of the office, the Pastor is the Moderator of all Church meetings unless involved as the subject of discussion.
- C. The Pastor is director of all matters of discipline unrelated to the office of the Pastor.
- D. The Pastor shall direct the worship service(s), administer the ordinances, and perform all other duties incumbent upon the office.
- E. The Pastor is the Church's lead teacher; therefore, all other teachers must be approved by him.
- F. The Pastor shall at no time assume a dictatorial attitude toward the Church, realizing the power of the office resides within the Word of God, and within the membership.

- G. The Pastor may appoint one or more assistants who will be designated as “Assistant(s) to the Pastor,” providing the appointment(s) can be financed and is approved by the church.
 - 1. The authority of the Assistant(s) to the Pastor shall at no time supersede the authority of the Pastor, and is subject to the Pastor at all times, realizing that the Church has but one shepherd.
- H. The Pastor shall have three (3) weeks of vacation with pay. Vacation time monies should not be received in lieu of actual vacation taken.

SECTION 3: *Termination of Pastorate* -- The relationship between the Pastor and the Church shall continue until terminated by either the Pastor or the Church. A sixty (60) days notice shall be the rule unless otherwise agreed upon by both parties. In the case where the Pastor is found guilty of misconduct (violation of the moral and spiritual laws of God), termination shall be effective immediately.

- A. It shall be the responsibility of the Deacon Ministry to ascertain the validity of all charges brought against the Pastor. During such time, the Pastor must relinquish his role as Moderator and the Chairperson of the Deacon Ministry shall act in his stead.
- B. Pursuant to the Deacon Ministry’s investigation of charges of misconduct by the Pastor and proof of same, a meeting shall be called by the Chairperson of the Deacon Ministry with not less than two weeks notice (notice of said meeting and its purpose having been read in the worship service(s) on two (2) successive Sundays) to inform the Church of its findings and to make recommendation(s) based on the same.
- C. At said meeting, a motion must be made by a regular qualified member to accept or reject the Deacon Ministry’s recommendation(s). If there is a recommendation to terminate the Pastor’s tenure and the motion passes, two-thirds (2/3) of the votes cast by ballot for said termination shall be the rule, providing that there is not less than forty-five percent (45%) of the qualified membership present and voting. If the votes are in favor of termination, the Pastor shall be terminated immediately.

SECTION 4: *Calling of a Pastor* -- Whenever a vacancy occurs, the Church shall elect a Pulpit Committee of not less than five (5) and not more than seven (7) members plus two alternates (non-voting) consisting of both Deacons, the Chairperson of the Deacon Ministry being one, and other members who are in good standing with the Church.

- A. The Pulpit Committee shall be charged with the responsibility of selecting and recommending pastoral candidates by securing full information about the record and qualifications of persons whose names are submitted for its consideration.
- B. When qualified candidates are found for the pastorate, the committee shall recommend them to the Church for consideration.

- C. The Pastor shall be elected at a special meeting called for that purpose, public notice of which shall be given in the worship service(s) on two (2) successive Sundays prior thereto.
- D. Two-thirds (2/3) votes cast by ballot by qualified members shall be sufficient for this election, providing there is not less forty-five percent (45%) of the qualified membership present and voting.
- E. The Church shall set the Pastor's compensation & benefits package prior to the time of his election based on the financial status of the Church.

SECTION 5: *Deacons* -- The Deacon position is a non-compensated Church Officer position. Deacons are special assistants to the Pastor, visiting the sick, serving as a Disciplinary Committee, overseeing the preparation of the Ordinances of the Church, that is The Lord's Supper (Holy Communion) and Baptism, and looking after the temporal (non-clerical) affairs of the Church in order that the Pastor's attention not be diverted from his main responsibilities.

- A. The Deacons shall be appointed by and subject to the Pastor.
- B. The Pastor shall appoint a Chairperson and Co-Chairperson of the Deacon Ministry.
- C. Persons appointed as Deacons shall be persons who meet the spiritual qualifications as set forth in 1 Timothy 3:8-12. They shall attend Deacon training classes, and have a period of internship as determined by the Pastor, before being ordained as a Deacon.
- D. Upon the recommendation of the Pastor and acceptance of said recommendation by the Church, persons appointed as Deacons shall be presented as candidates for ordination for examination by an Ordination Council; at a time as set forth by the Pastor at a service designated for that purpose. Pursuant to favorable examination by said Council, the candidate(s) shall be ordained.
- E. Deacons are required to attend Church services regularly and be on their post for duty unless and because of circumstances beyond their control (i.e. illness, work, emergencies, and out-of-town travel).
- F. Deacons shall attend Deacon Ministry meetings and Church meetings. If unable to do so, they must notify the Chairperson or Co-Chairperson of the Deacon Ministry prior to said meetings.
- G. Deacons shall be leaders in every respect, financially and spiritually, seeking to win souls for Christ.
- H. The authority of the Deacons shall at no time supersede the authority of the Pastor, and is subject to the Pastor at all times, realizing that the Church has but one shepherd.
- I. Deacons shall initiate and maintain communication with all members.

- J. In the absence of the Pastor, or when the pulpit is vacant, the Chairperson of the Deacon Ministry shall be in charge of the Church's program. However, when the Pastor is temporarily absent, the Chairperson of the Deacon Ministry cannot change the Church's program. He is just to carry out the Pastor's plan.
- K. The Deacon Ministry shall oversee the finances of the Church. The Deacon Ministry shall have power in conjunction with the Pastor to make recommendations to provide benevolent financial assistance to members and others as needed.
- L. It shall be the duty of the Deacons (excluding the Treasurer if he serves in a dual capacity as Deacon and Treasurer) to receive all funds for the support of the Church, and to deposit said funds on the same day as received, in a bank designated by the Church in an account bearing the Church's name.
- M. The Deacon Ministry shall (in conjunction with the Pastor) have the right to hire necessary Church personnel based upon the qualifications and skills as are incumbent upon a particular staff position and the ability of applicant(s) to perform relevant duties; set salaries; conduct performance evaluations; and determine raises for all personnel (with the exception of the Pastor and Asst. Pastor).
- N. The Deacon Ministry shall (in conjunction with the Pastor) have the right to discharge any employee who does not perform his duty in accordance with his job description.
 - 1. In the event that an employee feels that he has been discharged without justifiable cause, an appeal can be made in accordance with the Church's Personnel Policies Manual. Pursuant to the hearing and if the designated Appeals Board determines that an error was made in discharging said employee, the discharged employee shall be reinstated.

SECTION 6: *Trustees* -- Trustees are non-compensated Church Officers. Trustees shall also be persons of good report, full of honesty and trustworthiness, having spiritual insight.

Trustees are charged with meeting all of the requirements for representing the Church in legally binding contractual matters (i.e. the buying and selling of property) according to the Church's authorization.

- A. The Trustees shall be appointed by and subject to the Pastor.
- B. The Pastor shall appoint the Chair and Co-Chairpersons of the Trustee Ministry.
- C. The number of Trustees shall not be less than ten (10).
- D. Trustees shall be members of the Church in good standing who exemplify a willingness to be governed by the will of God and the rules of the Church. All persons being

considered for appointment to the Trustee Ministry will go through a period of observation by the Pastor and the Trustee Ministry.

- E. Trustees shall be leaders in every respect, financially and spiritually, seeking to win souls for Christ.
- F. Trustees are required to attend Church services regularly and be on their post of duty unless and because of circumstances beyond their control (i.e. illness, work, emergencies, and out-of-town travel).
- G. The Trustees shall attend Trustee and Church meetings. If unable to attend, they must notify the Chairperson or Co-Chairperson of the Trustee Ministry prior to said meetings.
- H. It shall be the duties of the Trustee Ministry to maintain and improve the Church property, including the hiring of outside vendors and the supervision of said vendors' performance and services.
- I. The Trustees shall establish regular maintenance procedures.
- J. The Trustees shall ensure a safe and protective environment is maintained at all times for the benefit of all persons, properties, and facilities located on Church premises.
- K. The Trustees shall be responsible for the buying and selling of Church property, furniture, equipment, etc. in accordance with the authorization given by the Church.
- L. The Trustees shall purchase items and services through an established bidding procedure. (See Policies & Procedures Manual for documented bidding process)
- M. The Trustees shall maintain a written record of all assets (i.e. inventory), including warranties and guarantees.
- N. The Trustees shall have the authority, in conjunction with the Budget Ministry, to audit and check all of the Church's financial statements.
- O. The Trustees shall make a report of all its material transactions and recommendations at the Church meetings as required.
- P. The Trustees shall establish and be responsible for the processes governing the management and use of all Church property and equipment (See Facilities Use Manual).

SECTION 7: *Treasurer* -- The Treasurer's position is a non-compensated Church Officer position. The Treasurer has custody of the funds of the Church. Due to the responsibilities incumbent upon the office, care should be given in choosing one who is full of honesty and trustworthiness.

- A. The Treasurer shall be appointed by the Pastor and approved by the Church.

- B. The Treasurer shall be a member of the Church in good standing who exemplifies a willingness to be governed by the will of God and the rules of the Church.
- C. The Treasurer shall oversee all financial activities and make recommendations on financial issues (i.e. financial controls including but not limited to check writing procedures; data management: security, back-up, and retention & retrieval).
- D. The Treasurer shall have knowledge of generally accepted accounting principles in order to ensure accuracy in the financial records of the Church.
- E. The Treasurer shall be available to write checks as needed whenever the timing of check requirements fall outside of the Financial Administrator's normal check writing schedule.
- F. The Treasurer shall ensure the maintenance of separate accounts of all funds raised or contributed for particular purposes, and shall not authorize the disbursement of any funds except for the purposes for which they were raised or contributed.
- G. The Treasurer shall ensure the availability of an itemized report of receipts and disbursements, showing the actual financial condition of the Church for all Church meetings, and upon special request by the Church to do so. The Treasurer shall also make such other financial reports as may be requested by the Church.
- H. The Treasurer shall recommend investment policies and strategies and identify investment opportunities concerning any funds the Church wishes to hold.
- I. The Treasurer shall keep the Church Officers, Staff, Budget Ministry, and other appropriate parties informed of relevant trends and/or changes in the Church's fiscal matters.
- J. The Treasurer shall receive and review copies of deposit slips or a summary of receipts from the Deacon Ministry's "Counting Team" after each deposit.
- K. All books and records pertaining to the office of the Treasurer are the property of the Church, and shall be delivered to the Chair or Co-Chair of the Deacon Ministry immediately upon the completion or termination of the Treasurer's term of office.
- L. The Treasurer shall ensure that accurate financial records are maintained and submitted for an annual audit and other third-party matters as authorized in accordance with Church policy.
- M. The Treasurer shall work closely with the Financial Administrator to maintain records of individual contributors.
- N. The Treasurer shall work with all Church Staff, Ministries, and Committees to administer and manage the financial details of all Church activities, including special projects.

SECTION 8: *Financial Administrator* -- The Financial Administrator is a staff position. He reports to and provides essential staff support to the Treasurer. Given the nature of the activities that transpire in the Treasurer's office, the person chosen to fill the Financial Administrator position should be one who consistently demonstrates the following characteristics and skills: an eye for detail and accuracy, basic financial analysis & reporting, honesty, trustworthiness, and strict adherence to safeguarding confidentiality.

- A. The Financial Administrator maintains the accounting records (books) by recording all income and expenditure transactions.
- B. The Financial Administrator shall record the details of all donations (cash, checks, etc.) as they are received, counted, and deposited from weekly offerings.
- C. The Financial Administrator shall prepare authorized disbursement checks to pay Church expenses before the billing due date.
- D. The Financial Administrator shall complete a monthly reconciliation of all Church bank accounts and provide a monthly report of same to the Treasurer and Budget Ministry Chairperson.
- E. The Financial Administrator shall prepare and submit a year-end tax letter (statement of donations) before January 31st of the following year, to each individual Church member.
- F. The Financial Administrator shall provide a current listing of all inactive members to the Chairperson of the Deacon Ministry as requested.

SECTION 9: *Administrative Assistant* -- The Administrative Assistant is a staff position. He reports to and provides essential staff support to the Pastor. He has many versatile responsibilities. Fulfilling the roles and responsibilities of this position dictates patience. The person chosen to fill this position must be one who works well with people. Since the accuracy of records is a necessity, the Administrative Assistant must be detail-oriented.

- A. The Administrative Assistant shall exercise strict adherence to safeguarding confidentiality in sensitive situations.
- B. The Administrative Assistant shall issue all membership letters of dismissal and recommendations authorized by the Church.
- C. The Administrative Assistant shall keep a record of the names and addresses of all members with dates and manner of admission and dismissal, and also a record of Baptisms, dedications, licensing and ordinations.
- D. It shall be the duty of the Administrative Assistant to keep a complete record (i.e. meeting minutes) of the transaction of all business at Church meetings. The same shall

be presented for ratification at the following Church meeting with corrections duly noted as required.

- E. The Administrative Assistant shall preserve on file all communications as are necessary, and written reports, and give notification of such as is required by the Pastor and the Church.
- F. Upon the approval of the Pastor, the Administrative Assistant shall attend to and direct all of the correspondence of the Church in general, and specific correspondence to the membership as may be incumbent upon the office.
- G. The Administrative Assistant shall receive and process all incoming and outgoing mail on behalf of the Church.
- H. The Administrative Assistant shall manage the inventory of all office supplies and incidental materials (i.e. Church beautification) required to support day-to-day operations and other events in accordance with Church policy.
- I. The Administrative Assistant shall seek the Pastor's approval before any announcement is presented to the Church membership via announcement during weekly services, posting in the weekly Sunday bulletin and/or posting on the Church bulletin boards.
- J. The Administrative Assistant shall prepare all Church materials for publication including the weekly Sunday bulletin, Children's Church bulletin, and all other related materials; the contents of which shall be provided by and/or approved by the Pastor.
- K. The Administrative Assistant will prepare and print program material from various ministries of the Church as requested and in compliance with Church policy and procedures. (See Policies & Procedures Manual)
- L. The Administrative Assistant shall have charge of the Church's and the Pastor's seal, to be used on all official and necessary documents exclusively with the Pastor's approval.
- M. All books and records pertaining to the office of the Administrative Assistant are the property of the Church, and shall be delivered to the Chair or Co-Chair of the Deacon Ministry immediately upon the completion or termination of the Administrative Assistant's term of office.

SECTION 10: *Associate Ministers* -- Associate Ministers are licensed and/or ordained ministers of the Gospel. They are quasi-staff positions.

- A. The authority of the Associate Ministers shall at no time supersede the authority of the Pastor, and is subject to the Pastor at all times, realizing that the Church has but one shepherd.

- B. Associate Ministers shall be members of the Church in good standing who exemplify a willingness to be governed by the will of God and the rules of the Church.
- C. Associate Ministers shall support the Church in prayer, teaching, preaching of the Word, and giving.
- D. Associate Ministers shall serve at the discretion of the Pastor.

SECTION 11: *Minister of Music* -- The Minister of Music is a staff position which reports to the Pastor and the Deacon Ministry

Responsibilities of the Minister of Music are as follows:

- A. Oversee the music ministries of the Church.
 - 1. Supervise and manage the work of all paid staff and volunteers supporting the various music ministries - including choir directors and paid and unpaid musicians.
 - 2. Work with the principals (i.e. paid musicians) of the various music ministries to coordinate, schedule, and provide music for all Church services, funerals, and other Church-related activities and special events as required.
 - a. Currently, SBC music ministries include the following groups: Choral Ensemble; Male Chorus; T.E. Bedford Choir; Precious Praise; Youth Praise Team; Adult Praise Team
 - 3. Coordinate the Church music program with the Church calendar.
 - 4. Work with the Audio-Visual Ministry specifically, and all other SBC ministries as required and/or requested.
 - 5. Serve as an advisor to the Trustee Ministry regarding the purchase of musical instruments and/or equipment.
 - 6. Coordinate with the leaders of the various music ministries to recommend to the Budget Ministry the cumulative yearly financial needs of the music ministries.
 - 7. Other duties as assigned by the Pastor and the Deacon Ministry.
 - 8. Regularly attend Church Business meetings, monthly Christian Board meetings, bible study and/or Sunday School.
- B. Work with the Pastor and the Deacon Ministry to enhance Church services.
 - 1. Faithfully attend worship services as required.

2. Direct the developing, planning, organizing, conducting, evaluation and overall management of a comprehensive music program including all SBC music ministries.
3. At the Pastor's and/or Deacon Ministry's request, provide a brief summary statement of the growth of the music ministries and other relevant factors impacting the effectiveness of the music ministries under his supervision.
4. Ensure that a variety of musical genres are performed which are scripturally based and align with the teachings of the Pastor.
5. Coordinate the scheduling of choirs and musicians for worship services, funerals, and other Church-related activities and special events. Secure replacements as needed.

SECTION 12: *Minister of Children's Church* -- The Minister of Children's Church is a staff position. He reports to and provides essential staff support to the Pastor. The Minister of Children's Church must be an ordained minister of the Gospel who fulfills the qualifications as set forth in 1 Timothy 3:1-7, and whose duties encompass the preaching and teaching of the Word of God.

- A. The authority of the Minister of Children's Church shall at no time supersede the authority of the Pastor, and is subject to the Pastor at all times, realizing that the Church has but one shepherd.
- B. The Minister of Children's Church shall direct the Children's Church worship services and administer the ordinance of Holy Communion, as well as conduct an Invitation to Discipleship.
- C. The Minister of Children's Church shall direct Youth Bible Study.
- D: The Minister of Children's Church shall participate in ongoing leadership and Christian development training.
- E. The Minister of Children's Church shall be available to counsel youth on an as needed/directed basis.
- F. The Minister of Children's Church shall attend all leadership meetings including Deacon Ministry meetings and Church Business Meetings.
- G. The Minister of Children's Church shall have two (2) weeks of vacation with pay. Vacation time monies should not be received in lieu of actual vacation taken.
- H. The Minister of Children's Church shall be responsible for identifying and coordinating with an appropriate alternate to oversee Children's Church and/or Youth Bible Study when he is not available due to isolated conflicts in his schedule.

- I. The Minister of Children's Church shall be responsible for direct ongoing communications and coordination with the Youth Ministry.
- J. The Minister of Children's Church shall fulfill other duties as assigned by the Pastor and Deacon Ministry.

ARTICLE IX – MINISTRIES

SECTION 1: *Governing Rules for All Ministries* -- All ministries of this Church shall work under the direction of the Pastor for the good of the Church and the advancement of its programs. No ministry shall operate independently as a separate entity with its own constitution and by-laws. The Church Constitution is the only official governing document for all Church (including ministry) activities. All ministries shall have the authority to recommend guidelines for its members, provided such guidelines do not conflict with the Word of God, the Church Constitution, and are approved by the Pastor. Whenever any ministry no longer has a function that is clearly related to the purpose of the Church, it shall be dissolved. Members of all ministries must conduct themselves in a way as is becoming to the Christian.

- A. All ministries shall be subject to the Pastor and the Church and maintain active representation on the Christian Board at all times.
- B. Ministries may elect leaders as may be necessary for the effective functioning of the group.
- C. Ministry leaders are strongly encouraged to actively engage the Deacon assigned to their respective ministry. He is responsible for helping to ensure alignment between the ministry's goals & activities and the overarching Church objectives. He is also well-positioned to help address and resolve all issues related to same.
- D. No ministry shall generate funds as a matter of course for the sole purpose of fund raising or establishing an operating profit. On a preapproved case-by-case basis, funds may be generated for a special event (i.e. Women's Conference registration fee). All funds generated by special events shall be reported and submitted to the Treasurer on the day of event for recording and depositing. The Treasurer shall acknowledge receipt of same in his report at the upcoming Church meeting, or whenever requested by the Church.
- E. All ministries shall strictly adhere to the budget planning and approval process as documented by the Budget Ministry. The Church shall provide for projects that any ministry has, provided such a project is within the ministry's preapproved budget, or an authorized approval is otherwise documented in accordance with Church policy.
- F. Each ministry shall ensure that no expenses are incurred by its members for the Church, except those that are authorized by the Church.

- G. Invitations to appear on or to be a part of a program, service, or function as a ministry of Second Baptist Church of Elgin, Illinois, Inc., other than those previously accepted by the Pastor, must be approved by the Pastor prior to acceptance.
- H. No ministry shall secure a preacher or speaker for any service without first having obtained prior approval from the Pastor.
- I. Ministries shall render services at all Church outings when requested by the Pastor to do so (i.e. fellowships with other churches involving shared program responsibilities including but not limited to providing music and ushers).

SECTION 2: *General Rules for all ministry leaders* -- Leaders of all ministries shall be members of the Church in good standing.

- A. All ministry leaders whether appointed (Chair, Co-Chair, Director) or elected (President) shall:
 - 1. Preside over all meetings of their respective ministry. In their absence, a delegate shall preside.
 - 2. Be a leader in every respect, spiritually, morally, financially, and in attendance.
 - 3. Ensure that their respective ministry complies in all matters, with the Church Constitution and all other documented Church policies, procedures, and rules. Additionally he will ensure full cooperation with the Pastor.
 - 4. Attend Church meetings (i.e. quarterly Church Business meetings, monthly Christian Board meetings), or have a delegate present at said meetings to convey all concerns, needs, and accomplishments for their respective ministry.
 - 5. Act as a liaison between their respective ministry and other Church ministries, Church Officers, Staff, Committees, and other Church organizations regarding Church concerns, as required.
 - 6. Every ministry leader shall have completed all New Member Orientation lessons.
 - 7. Regularly attend bible study and/or Sunday School.

SECTION 3: Overview of Individual Ministries -- Purpose/Roles & Responsibilities

The scope of individual ministry responsibilities is subject to change as the overarching ministry of the church continues to evolve subject to the vision of Church leadership and alignment with the Word of God.

- A. Audio-Visual (A-V) – The A-V Ministry enhances the worship experience by producing audio and visual support during Church services and programs. This ministry provides

recordings of those programs for people who are unable to attend, and as an avenue to send the Word of God outward.

- B. Brotherhood – The Brotherhood Ministry is a special interest group designed to strengthen and encourage the participation of men within the Church. Through fellowship and growth gained by a commitment to bible study, the mission of this ministry is to attract and retain men in the body of Christ.
- C. Budget – This ministry ensures that the Church operates financially in the most efficient manner and that all funds and expenditures support the goals and mission of the Church.
1. The Budget Ministry shall be subject to the Deacon Ministry and Pastor at all times.
 2. Members of the Budget Ministry shall be appointed by the Pastor.
 3. The Pastor shall appoint a Director of the Budget Ministry.
 4. The Budget Ministry shall consist of members who have a working knowledge of planning and operating a budget.
 5. The Budget Ministry shall consist of not less than five (5) and not more than seven (7) members including the Treasurer, and the Chairperson of the Trustee Ministry.
 6. The Budget Ministry shall supply the Pastor, Deacon Ministry, and Trustee Ministry with all of the information needed to enable the Church to operate financially in the most efficient manner as it relates to:
 - a. finding ways to lower expenditures (i.e. purchasing items in bulk quantities);
 - b. making short-term and long-term investments;
 - c. providing “Budget” vs. “Actual” spending data;
 - d. identifying and applying better and more effective record-keeping techniques;
 - e. assisting the Pastor as he deems necessary.
 7. When necessary, the Budget Ministry shall supervise ways and means of securing funds for the financial support of the Church and benevolence, and for the disbursement of these funds as appropriated.
 8. The Budget Ministry shall audit the financial records of the Church quarterly and shall make a report in writing to the Church at the time of the Church Business Meeting, and at such other times as requested.

9. The Budget Ministry shall meet quarterly. Special meetings may be called by the Chairperson. A majority of the members present shall constitute a quorum.
- D. Bus – This ministry provides transportation to and from Sunday worship services as well as transportation to Church-sponsored outings.
 - E. Children’s Church – This ministry addresses the spiritual growth of our children by providing a service designed to meet the needs of young children aged 6 to 12, through age-appropriate dialogue, songs, etc.
 - F. Choral Ensemble – The purpose of this ministry is to uplift the name of Jesus through musical expressions and songs of praise; to offer support to the body of Christ, with commitment, dedication and by making a joyful noise unto the Lord; to express devotion to the Lord and to show His love. Choir members/musicians must attend choir rehearsals and are required to attend Church services regularly unless circumstances beyond their control dictate otherwise (e.g. illness, work, emergencies, and out-of-town travel).
 - G. Christian Board – The purpose of the Christian Board shall be to nurture persons in spiritual growth including training and leadership support. It is a task-oriented group; responsible for planning, organizing, implementing, and evaluating each ministry’s goals and objectives and providing consultative leadership, guidance and oversight to ministries for the collective edification of the Church and its ministries.
 1. Due to the duties incumbent upon this ministry, the Pastor shall serve as its counselor. It shall be subject to him at all times.
 2. The Pastor shall appoint a Director of the Christian Board.
 - a. It shall be the duty of the Director of the Christian Board to help the ministry develop an overall goal and specific objectives for Christian education and to work to achieve them.
 - b. The Director of the Christian Board shall:
 - i. prepare an agenda for ministry meetings;
 - ii. preside as Chairperson at ministry meetings;
 - iii. make assignments essential for the implementation of objectives and plans;
 - iv. serve as ex officio member of all subcommittees and task groups of the ministry
 - v. represent the ministry on official group(s);

- vi. make reports for the ministry to the Church or Church ministries as necessary;
 - vii. guide in the preparation and supervision of the educational budget of the Church,
 - viii. prepare and review semi-annually with the Pastor, an assessment of ministry leadership to determine if ministry objectives and plans are being achieved.
3. Members of the Christian Board shall include, but not be limited to, the Pastor, and the leaders of all ministries and committees of the Church.
 4. Additional leaders of the Christian Board shall be appointed and or elected as deemed necessary for the effective functioning of the ministry, including meeting the educational needs of the Church.
 5. The Christian Board shall meet monthly at a regularly scheduled time. Special meetings shall be called by the Director at any time and shall be called upon the request of the Pastor.
 6. The Christian Board shall prepare a report of the year's Christian education program and activities for presentation at the Church meetings.
 7. The Christian Board shall be responsible for organizing and administering all programs of the Church, having studied the needs of the congregation.
 8. The Christian Board shall review in accordance with its consultative role, all plans for training of ministry leaders.
 9. The Christian Board shall recommend leadership classes and/or workshops within the congregation.
 10. The Christian Board shall publicize and promote attendance in training events (leadership classes, workshops, conferences, etc.) held within the community and sponsored by local churches or other vested third parties.
 11. It shall be responsible for discovering, enlisting, training, and appointing all Church educational workers subject to the approval of the Pastor and the Church, except those that are appointed by the Pastor.
 12. It shall be responsible for evaluating and supervising the curriculum of the educational program, and for coordinating and approving outreach programs of the groups and ministries under its jurisdiction.

13. It shall be responsible for preparing and administering the educational budget of the Church.
- H. Couples – This ministry provides support by developing a network that is dedicated to strengthening Christian marriages and their families.
- I. Deacon – The Deacons are special assistants to the Pastor. They shall be Godly men who attend to the congregation. The Deacon Ministry’s responsibilities include visiting the sick and shut-in, and oversight of the preparation of the Ordinances of the Church. A Deacon is appointed to each ministry. Please see Article VIII (Officers), Section 5 (Deacons) herein for a more detailed listing of the Deacon Ministry’s roles and responsibilities as Officers of the Church.
- J. Evangelism – Using Word-based teaching and training, this ministry will institutionalize the principles of Christian evangelism throughout the Church in order to mobilize the entire congregation to spread the Gospel of the Kingdom and teach and proclaim the message of salvation through Jesus Christ.
- K. Health Care – This ministry provides medical assistance and presents health educational programs for the entire congregation, focusing on health issues that plague the community. This ministry shall consist of those individuals who have completed the required coursework to qualify for assisting in medical emergencies.
1. The Health Care Ministry shall provide medical assistance for the Pastor and the whole congregation as needed.
 2. Members of the Health Care Ministry must keep their qualifications current in order to be proficient in their course of duty.
- L. Hospitality – This ministry greets and extends hearty words of welcome to guests who visit the Church during worship service(s), and other special events as requested. This ministry creates an environment of hospitality for all visitors.
1. The Pastor shall appoint a Director of the Hospitality Ministry.
 2. The Hospitality Ministry shall provide visitors with cards to be filled out in order to obtain vital information to acknowledge/welcome them before the congregation at a designated time during services.
 3. After obtaining the necessary information, the Hospitality Ministry provides visitors with a Welcome Packet containing a Welcome letter, the Church Calendar of Events, the Church’s mission statement, the program for that day’s services, a Church business card, and a Thank You letter from the Pastor.
 4. The Hospitality Ministry shall keep a count of all registered visitors.

5. The Hospitality Ministry will forward the information collected on the visitor cards to the Pastor for additional contact as requested.
- M. Information Technology – This ministry promotes the use of technology for building and ministering to God’s kingdom and increasing the awareness and utilization of technology as a tool for ministry.
- N. Kitchen – This ministry prepares and serves meals at all special occasions as requested, including but not limited to repasts for funerals.
- O. Library – This ministry serves the Church, Pastor, Associate Ministers, ministry leaders and all other Church members in their search for spiritual growth by providing written, recorded and artistic resources to supplement religious curricula. The Library Ministry preserves the history and heritage of the Church by maintaining an archive of historically significant materials related to the Church.
1. The Pastor shall appoint a Director of the Library Ministry.
 2. It shall be the duty of the Library Ministry to supervise the Church Library, ensuring that it is equipped with Christian literature, and literature that does not in any way violate the laws of God; keeping in mind that selected materials are for the Church Library. The Christian Board and the Pastor should be apprised of all new additions to the library collection.
 3. The Library Ministry shall make available, when possible, times for visiting the Church Library, and set rules governing the use of materials on hand in order to preserve them.
- P. Male Chorus – The Male Chorus sings praises unto God with the purpose of drawing others unto Him through songs that minister to the soul and music that touches the heart.
- Q. Missionaries – This ministry provides spiritual, physical and emotional support to the Church family and community. This ministry reaches out to those who are unable to attend worship services.
- R. Mothers Board – This ministry assists the Pastor and Deacons with Baptism, Holy Communion and counsels members as requested by the Pastor. Like the Deacons, these women must be persons of high moral standards, spiritual insight, having a love for Christ and their fellow members, and exercise confidentiality in sensitive situations. Since the Pastor, in conjunction with Deacons, cannot necessarily meet all of the needs of the Church as it relates to women, the Mothers Board Ministry must be ready to assist them in these areas when needed.
- S. New Member Orientation – This ministry helps guide new members in discovering, developing and cultivating the understanding of their spiritual birth in order to become actively involved members of the Church.

1. The Pastor shall appoint a Director of the New Member Orientation Ministry.
 2. The New Member Orientation Ministry shall ensure that persons desiring to become members of the Church fill out all necessary information on a Membership Card, and present same to the Church for acceptance; a copy of same is to be given to the Church's Administrative Assistant for Church records.
 3. It shall, in conjunction with the Pastor and Deacon Ministry, be responsible for the New Member Orientation lessons required by the Church, and present new members who have completed all of their lessons, to the Church to receive the "Right Hand of Fellowship".
 4. It shall give to new members who have completed their Orientation lessons a Certificate of Membership; notice of same to be given to the Church's Administrative Assistant for Church records.
 5. It shall, in conjunction with the Pastor and Deacon Ministry, seek to ensure that all new members understand the Plan of Salvation, and shall give biblical guidelines to new members for living out the Christian life in accordance with the Word of God.
 6. It shall also inform them of the privileges, responsibilities, duties, and obligations that are inherent to every Christian, and the Church.
 7. It shall, in conjunction with the Mothers Board Ministry, instruct all candidates in preparation for Baptism.
- T. Nursery – This ministry nurtures the Christian growth of children aged one (1) to five (5) in a fun and exciting environment. Books, videos and other teaching aids are used to accomplish the ministry's goals.
- U. Praise & Worship Leaders – This ministry sets the tone for praise and worship during Sunday morning services as well as other special events and programs, allowing for quiet reflection as well as joyful praises to God.
- V. Precious Praise Choir – This ministry is for younger children aged three (3) to eight (8) years who want to sing praises to the Lord.
- W. Prison – This ministry shares the Good News of the Gospel with persons incarcerated by providing spiritual and emotional support through regularly scheduled worship/bible study services at the jail. The Pastor shall appoint a Director of the Prison Ministry.
- X. Public Relations – This ministry promotes the Good News by disseminating timely information about the Church through various forms of media. The Pastor shall appoint a Director of the Public Relations Ministry.

- Y. SAFE (Standing Against abuse For Everyone) Domestic Violence – The mission of this ministry is to break the generational cycle of domestic violence. This ministry provides a Christ-centered, biblical approach to supporting and empowering women and children who are confronting the issue of domestic violence in their lives. This ministry also engages Church leaders and the entire congregation in the task of ending abuse, and promotes confidentiality, safety, counseling, education, support groups and referrals for abused women and their children. The Pastor shall appoint a Director of the SAFE ministry.
- Z. School Partnerships – This ministry builds cooperative relationships with area schools by being a support system in an effort to improve the reading, writing and mathematical skills of students at-risk for not achieving academic success.
- AA. Soup Kitchen – This ministry assumes responsibility for providing a wholesome meal and sharing the Good News of the Gospel by participating in the Elgin Soup Kitchen program.
- BB. Sunday School – This ministry nurtures the Christian growth of those who attend Sunday School through the teaching of the Word of God.
1. The Pastor shall appoint a Director/Superintendent and Assistant Director of the Sunday School Ministry.
 2. The Director/Superintendent of the Sunday School shall be the leader of the Sunday School, exercising the authority and performing the duties usually pertaining to that position, following the general directives and policies of the Christian Board and the Pastor.
 3. The Director/Superintendent of the Sunday School shall:
 - a. act as administrator of the Sunday School;
 - b. plan, implement, evaluate, and supervise the work of the Sunday School teachers and other ministry members;
 - c. assist in developing, implementing, and promoting a teacher-training program;
- CC. T.E. Bedford Choir – This ministry is for youth and teenagers aged nine (9) to eighteen (18). The purpose of this youth choir is to render services, to exalt, uplift and edify praises to God through song while fulfilling their musical obligations to the Church.
- DD. Theater Arts – This ministry is designed to make a difference in the lives of everyone through dramatic presentations, resulting in a heightened sense of spiritual awareness and involvement. This ministry cultivates the artistic gifts and talents of the congregation through various art forms.

- EE. Trustee – The Trustees are the legal officers of the Church, entrusted with the responsibility to manage and maintain the physical property of the Church. They are responsible for the contents of the Church and any necessary repairs and improvements. Please see Article VIII (Officers), Section 6 (Trustees) herein for a more detailed listing of the Trustee Ministry’s roles and responsibilities as Officers of the Church.
- FF. Ushers (Senior and Junior) – This ministry receives and greets worshipers as they enter into the house of the Lord. They direct movement within the sanctuary and other places as requested, by seating guests and collecting the offering. Ushers are to have a love for all people, and given to hospitality as they greet those who enter the Church.
1. Ushers are required to attend Church services regularly and be on their post of duty unless and because of circumstances beyond their control (i.e.: illness, work, emergencies, and out-of-town travel.)
 2. Ushers shall attend Ushers Ministry meetings. If unable to do so, they must notify the President of the Ushers Ministry prior to said meetings.
- GG. Young Adult – This ministry shall establish steady ground for steps of faith and Godly walks within a fellowship of young adults aged 18-35 years.
- HH. Youth – This ministry shall enhance the spiritual growth and awareness of youth aged eight (8) through 18 years. The Youth Ministry also oversees the youth performance praise teams.
1. The Pastor shall appoint a Director of the Youth Ministry
 2. The Director of the Youth Ministry shall:
 - a. Recommend to and plan a program to meet the needs of the youth;
 - b. Assist in recruiting and training leaders for ministry with youth;
 - c. Facilitate the use of curriculum resources with youth;
 - d. plan for special days or events for youth;
 - e. supervise overall behavior of youth including but not limited to their use of facilities and equipment during youth events;
 - f. provide consultation and evaluation in support of all Church-related programs specifically designed to minister to youth.

ARTICLE X – COMMITTEES

SECTION 1: *Statement of Purpose* -- There are aspects of the Church's life which need the emphasis which a special committee can give to them. These committees are needed for specific purposes and timeframes and their duties should be integral to the main mission of the Church. Such committees are appointed by the Pastor.

SECTION 2: *Governing Rules* -- All committees of this Church shall be appointed by and work under the direction of the Pastor and/or Christian Board for the good of the Church, and the advancement of its program. As such, all committees are held accountable for reporting their proceedings to the Christian Board on a monthly basis. When a committee shall no longer have a function which is clearly related to the purpose of the Church, or has completed its designated duties, it shall be dissolved. All Committees' members must conduct themselves in a way as is becoming a Christian.

SECTION 3: *Standing Committees* -- The Church shall have the following Standing Committees:

- A. Long Range Planning
- B. Women's Conference Planning
- C. Pastor's Anniversary
- D. Church's Anniversary

SECTION 4: *Other Committees* -- The Pastor shall, at any time, appoint such other committees as he deems necessary.

ARTICLE XI – ELECTIONS & VOTING

Section 1: *Time* -- The election of ministry leaders shall be held one month prior to the start of the annual budget planning process. All ministries shall submit a list of its elected leaders to the Pastor, Deacon Ministry, Christian Board Director, and Administrative Assistant of the Church no later than one month immediately following the election. Notice of same shall be given to the Church following the Installation of Officers ceremony held in December.

SECTION 2: *Qualification of Voters* -- All matters pertaining to the purchase, sale, or mortgaging of property shall be voted on only by members in good standing who are of legal age. On all other matters, members in good standing who are fifteen (15) years of age or older are entitled to vote. Exception: In cases involving the election of officers for youth ministries, all youth who are a part of said ministry are qualified to vote.

SECTION 3: *Procedure* -- At the time of the election of ministry leaders, it shall be the privilege of any member of the respective ministry present and qualified to vote, to place into nomination the name of any person in good standing for any office not appointed by the Pastor. A majority of the votes cast by qualified members of the respective ministry shall be necessary to elect said ministry leaders.

SECTION 4: *Vacancies* -- Office vacancies occurring during the year may be filled for the unexpired term. The Pastor shall appoint persons to fill vacancies that occur in a Pastor-appointed ministry leadership position.

ARTICLE XII – WORSHIP SERVICES

Worship Services -- Worship services shall be held each Lord's Day.

- A. The Sunday School and worship services shall meet at a time fixed by the Pastor and Officers of the Church.
- B. "The Lord's Supper" (Holy Communion) shall be observed on the first Sunday of each month, and/or at such other times as the Pastor may determine.
- C. Baptism shall be held on the first Sunday of each month, or at such other times as the Pastor may determine.
- D. Other occasional worship services may be determined by the Pastor, or by the Church with the Pastor's approval.

ARTICLE XIII – CHURCH MEETINGS

- A. Rules of Order for Church meetings
 - 1. The objective of Church meetings shall be to discern the mind of Christ as it relates to the business of the Church. Every effort shall be made to reach a clear consensus before a decision is made. The primary obligation resting upon the Church is to "maintain unity in the bond of peace."
 - 2. There must be a Moderator. The Pastor shall serve as Moderator unless circumstances prevent his doing so. In the absence of the Pastor, the Chairperson or Co-Chairperson of the Deacon Ministry shall preside.
 - 3. An orderly procedure should follow. The Church meeting should be opened with a prayer invoking God's presence and guidance of His Spirit in all deliberations. The minutes of the previous meeting should be read and approved. Routine business should be quickly dispatched so that a discussion of such matters is not unduly prolonged. The matters to be considered during the meeting should then be clearly and precisely stated in an agenda, so that there may be a proper division of time allotted to each. The meeting should close with prayer.
 - 4. Advance preparation of the meeting agenda shall be coordinated between the Pastor and the Deacon Ministry. Agenda items shall include but not necessarily be limited to informing the congregation of the status and condition of Church operations as well as voting matters.
- B. Time of Church Meetings

1. Church meetings shall be held quarterly or as determined by Church leadership. Other Church meetings may be called by the Pastor, or the Chairperson of the Deacon Ministry when necessary.

C. Yearly Requirements

1. At the Church meeting in December of each year, the Church shall be presented with a Budget Report for the ensuing year. Copies of the report shall be given to members present.
2. At the Church meeting in January of each year, the Church shall be presented with its Annual Financial Report. Copies of the report shall be made available upon request.

ARTICLE XIV – POLICIES

SECTION 1: *Announcements* -- Since the Pastor is the overseer of the affairs of the Church, no announcements shall be made to the congregation without his knowledge of the subject matter and his expressed approval.

SECTION 2: *Deaths/Funerals*.

A. Notification

1. Upon the death of a member of this Church, the family members should contact the Pastor immediately. If he cannot be reached at home or the office, information should be left with the Church's Administrative Assistant. If the Pastor or Administrative Assistant cannot be reached, the family should call the Chairperson of the Deacon Ministry.

B. Services

1. Funeral services for members may be held at the Church. However, the Pastor shall be consulted before any funeral plans are finalized.
2. The Church's pre-planned services or programs take precedence over funeral services unless special arrangements are made in advance by the Pastor.
3. The Church can be used by a member of a local church with prior approval from the Pastor of this Church and coordinated with the Trustee Ministry providing the Pastor of this Church is contacted by the Pastor of said local church.

C. Expressions of Sympathy

1. The Church shall provide a resolution and flowers for deceased members and deceased immediate family members of a Church member providing sufficient

notification and complete information are given for delivery. In lieu of flowers, an equal dollar amount can be given as a memorial.

2. In the interest of Christian sympathy and fellowship, the Church shall provide a resolution and flowers if the Pastor or spouse of a sister church deceases, providing the sufficient notification and complete information are given for delivery. In lieu of flowers, an equal dollar amount can be given as a memorial.
3. Ministries should consider the Church's floral expression as sufficient.

D. Food

1. The family of deceased members shall be permitted to have its repast dinner at the Church. The Church shall provide food for the family.
2. Non-members who are members of local churches may have their repast dinner at the Church; however, the Church will not be responsible for food or other expenses incurred by the funeral. (See Policies & Procedures Manual and Facilities Use Manual for additional guidelines and instructions)

SECTION 3: *Weddings.*

- A. In accordance with the first two precepts herein listed under Article III Doctrines of Faith, the Church will only be involved in facilitating and officiating the bond of matrimony between a man and a woman, as prescribed in the Bible (Genesis 1:27, 2 :21-24).
- B. The usage of the Church for weddings must be approved by the Pastor.
- C. The Church's programs take precedence over any wedding rehearsals and ceremonies unless special arrangements are made by the Pastor.
- D. At no time during the wedding ceremony shall the principles of God's Word and this Church be violated (i.e. music, dress, conduct).
- E. NO RICE SHALL BE THROWN!
- F. There shall not be a fee for members to use the Church for weddings. (See Facilities Use Manual for additional guidelines and instructions)
- G. Non-members who are members of another church may hold their wedding ceremonies at the Church provided their Pastor contacts the Pastor of this Church and approval is given. However, a pre-set, non-refundable fee shall be required and must be paid in advance. Said non-members shall be liable for any damages. (See Facilities Use Manual for additional guidelines and instructions)

SECTION 4: *Wedding Receptions.*

- A. The usage of the Church for wedding receptions must be approved by the Pastor.
- B. The Church's programs take precedence over any wedding rehearsals and ceremonies unless special arrangements are made by the Pastor.
- C. At no time during the wedding reception shall the principles of God's Word and this Church be violated (i.e., music, dress, conduct). There shall be no dancing of any kind during the wedding reception.
- D. The Church shall provide the use of its facilities, kitchen, existing tables, chairs, and appliances. Items such as eating utensils, all paper products, etc. shall be the responsibility of the wedding party.
- E. There shall not be a fee for members to use the Church's Fellowship Hall, kitchen, existing tables, chairs, and appliances for wedding receptions. (See Facilities Use Manual for additional guidelines and instructions)
- F. No wedding receptions shall be held for non-members of this Church.

SECTION 5: *Non-Church Sponsored Activities & Events*

- A. Use of the Church and Church facilities for hosting non-Church sponsored private events and activities (e.g. showers, parties, banquets, etc.) shall not be approved for members or non-members.
- B. A local church and its ministries desiring to use the Church for special church-related occasions may be permitted to do so providing their Pastor contacts the Pastor of this Church and approval is given and coordinated with the Trustee Ministry.
- C. Community organizations desiring to use the Church for special occasions may be permitted to do so with the Pastor's approval and coordination through the Trustee Ministry.

SECTION 6: *Use of Church Equipment.*

- A. The Trustee Ministry shall establish and be responsible for the processes governing the management and use of all Church property and equipment (See Facilities Use Manual for additional guidelines and instructions).
- B. Ministries of the Church may use Church equipment as authorized by the Trustee Ministry.

- C. As authorized by the Trustee Ministry on a case-by-case basis and in compliance with the Facilities Use Manual, local churches may borrow Church equipment (chairs, folding tables, etc.), and shall be liable for damages should any occur.
- D. No member or non-member shall borrow any of the Church's equipment for personal use.

SECTION 7: *Dedication of Babies*

- A. Parents desiring to have their baby(ies) dedicated must counsel with the Pastor prior to the dedication.
- B. Members wishing to dedicate their babies must call the Administrative Assistant in advance to schedule a date. Dedication certificates shall be given on the day of the dedication or shortly thereafter.

SECTION 8: *Baptism.*

- A. The Church will provide proper garments for those being baptized, including towels, sheets, swimming caps, and outerwear.
- B. To give maximum protection from exposure, all candidates must wear proper garments. The Mothers Board Ministry shall be responsible for instructing candidates concerning baptismal wear prior to the day of Baptism.
- C. This Church does not perform the Baptism of babies. Please see Article XIII, Section 7 regarding the "dedication" of babies.

ARTICLE XV – CHURCH YEAR

The fiscal year of the Church shall be the calendar year.

ARTICLE XVI – AMENDMENTS

This constitution may be amended at any regular Church meeting provided a notice of the change/changes is presented to the congregation in writing two (2) weeks prior to said meeting. A majority of members in good standing present and voting shall be the rule.

DEFINITIONS

Church	=	The Second Baptist Church of Elgin, Illinois, Inc.
church	=	The universal church or a local church.
good standing/qualified	=	A member of the church being 15 yrs of age or older and having regularly met the Church's attendance and financial requirements for a period of one hundred eighty days (180) days, and not subject to any disciplinary action because of misconduct/non-Christian conduct.
he, his, they, their	=	These words are used in the neutral gender.
immediate family	=	Spouse, mother, stepmother, mother-in-law, father, stepfather, father-in-law, brother, stepbrother, legally adopted brother, sister, stepsister, legally adopted sister, child, stepchild, legal guardian, and grandparent.
inactive list	=	A list of inactive members.
inactive member	=	A member who has not met the Church's attendance and financial requirements for a period of one hundred eighty (180) days.
misconduct/non-Christian conduct/offense	=	A violation of the moral and spiritual laws of God, and the Church Constitution.
Non-compensated position	=	A position filled by a person who is not on the Church's payroll; and no monetary rewards are received by virtue of the position.
Officer(s)	=	Non-compensated senior positions of leadership primarily charged with managing the Church's legal, financial, and other corporate obligations (e.g. Trustees, Deacons, Treasurer)
resolution	=	A written expression of sympathy.
sister church	=	A church with which we have regular fellowship.
Staff		Compensated Church personnel.
worthy character	=	A member in good standing with his former church.

INDEX
(Page 1 of 2)

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
-----	<i>Church Covenant</i>	4
-----	<i>Preamble</i>	5
Article I	<i>Name</i>	5
Article II	<i>Purpose</i>	5
Article III	<i>Doctrines of Faith</i>	5
Article IV	<i>Affiliations</i>	6
Article V	<i>Church Revenue</i>	6
Article VI Section 1 – General Rules Section 2 – Attendance & Financial Requirements Section 3 – Member’s Conduct	<i>Government and Discipline</i>	6
Article VII Section 1 – Admission of Members Section 2 – Requirements for New Members Section 3 – Dismissal of Members	<i>Membership</i>	7
Article VIII Section 1 – Requirements Section 2 – Pastor Section 3 – Termination of Pastorate Section 4 – Calling of a Pastor Section 5 – Deacons Section 6 – Trustees Section 7 – Treasurer Section 8 – Financial Administrator Section 9 – Administrative Assistant Section 10 – Associate Ministers Section 11 – Minister of Music Section 12 – Minister of Children’s Church	<i>Officers & Staff</i>	9
Article IX Section 1 – Governing Rules for all ministries Section 2 – General Rules for all ministry leaders Section 3 – Overview of individual ministries	<i>Ministries</i>	19

INDEX
(Page 2 of 2)

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
Article X Section 1 – Statement of Purpose Section 2 – Governing Rules Section 3 – Standing Committees Section 4 – Other Committees	<i>Committees</i>	28
Article XI Section 1 – Time Section 2 – Qualification of Voters Section 3 – Procedure Section 4 – Vacancies	<i>Elections & Voting</i>	29
Article XII	<i>Worship Services</i>	29
Article XIII	<i>Church Meetings</i>	30
Article XIV Section 1 – Policies Section 2 – Deaths/Funerals Section 3 – Weddings Section 4 – Wedding Receptions Section 5 – Non-Church Sponsored Activities & Events Section 6 – Use of Church Equipment Section 7 – Dedication of Babies Section 8 – Baptism	<i>Policies</i>	31
Article XV	<i>Church Year</i>	34
Article XVI	<i>Amendments</i>	34
-----	<i>Definitions</i>	35
	<i>Index</i>	36