

# **CONSTITUTION AND BY-LAWS**

of

Meridian Southern Baptist Church

660 South Third Street

El Cajon, CA 92019



Originally Adopted: July 24, 1985

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We the People of the United States  
in order to form a more perfect Union, establish Justice, insure domestic Tranquillity, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

Article I  
Section 1  
All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.  
Section 2  
The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.  
Section 3  
The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature thereof, for six Years; and each Senator shall have the Qualifications requisite for Senators of the most numerous Branch of the State Legislature.

# Table of Contents

<b>CONSTITUTION</b> .....	6
I. PREAMBLE .....	6
II. NAME .....	6
III. OBJECTIVES .....	6
IV. ARTICLES OF FAITH .....	7
V. GOVERNMENT .....	8
VI. NONPROFIT STATUS AND LIQUIDATION .....	8
VII. CHURCH COVENANT .....	9
<b>BYLAWS</b> .....	11
I. <b>MEMBERSHIP</b> .....	11
A. GENERAL .....	11
B. CANDIDACY .....	11
C. NEW MEMBER ORIENTATION .....	11
D. VOTING RIGHTS OF MEMBERS .....	11
E. TERMINATION OF MEMBERSHIP .....	12
F. DISCIPLINE .....	12
G. NON-RESIDENT MEMBERSHIP .....	12
H. INACTIVE RESIDENT MEMBERSHIP .....	13
II. <b>CHURCH OFFICERS</b> .....	14
A. PASTOR .....	14
B. CHURCH STAFF .....	15
C. DEACONS .....	15
D. MODERATOR .....	16
E. CLERK .....	16
F. TREASURER .....	17
G. TRUSTEES .....	17
H. CORPORATE OFFICERS .....	17
III. <b>COMMITTEES AND COORDINATING GROUPS</b> .....	19
A. GENERAL .....	19
B. PROCESS .....	19
C. COORDINATING GROUPS .....	19
D. STANDING COMMITTEES .....	21
E. SERVICE COMMITTEES .....	23
F. NEW COMMITTEES .....	24
IV. <b>PROGRAM ORGANIZATIONS</b> .....	25
A. GENERAL .....	25

B.	SUNDAY SCHOOL.....	25
C.	MERIDIAN WOMEN’S MINISTRY .....	25
D.	MERIDIAN MEN’S MINISTRY .....	25
E.	THE CHURCH MUSIC ORGANIZATION .....	25
F.	DISCIPLESHIP TRAINING: .....	26
V.	<b>ORDINANCES</b> .....	26
A.	BAPTISM.....	26
B.	THE LORD’S SUPPER.....	26
VI.	<b>CHURCH MEETINGS</b> .....	27
A.	WORSHIP SERVICES.....	27
B.	SPECIAL SERVICES .....	27
C.	REGULAR CHURCH BUSINESS MEETINGS .....	27
D.	SPECIAL BUSINESS MEETINGS .....	27
E.	QUORUM.....	27
F.	PARLIAMENTARY RULES.....	27
VII.	<b>LICENSING AND ORDAINING</b> .....	28
A.	LICENSING: .....	28
B.	ORDINATION: .....	28
VIII.	<b>CHURCH FINANCES</b> .....	29
A.	BUDGET .....	29
B.	ACCOUNTING PROCEDURES .....	29
C.	DESIGNATED AND SPECIAL FUNDS .....	29
D.	FISCAL YEAR.....	29
IX.	<b>CHURCH OPERATIONS MANUAL</b> .....	30
A.	ORGANIZATIONAL CHART .....	30
B.	POLICIES AND PROCEDURES .....	30
X.	<b>AMENDMENTS</b> .....	31

We the People of the United States, in order to form a more perfect Union, establish Justice, insure domestic Tranquillity, provide for the common defence, and our Posterity, do hereby constitute this Constitution for

Article I

Section 1. All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section 2. The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

Section 3. The Senate shall be composed of two Senators from each State, chosen by the Legislature thereof, for a Term of six Years; and they shall hold their Offices until their Successors be chosen.

Section 4. The Times, Places and Manner of holding the Elections of Senators and Representatives, shall be prescribed in each State by the Legislature thereof; but the Congress may at any time by Law alter or add to the Rules and Regulations therefor.

Section 5. The Congress shall assemble at least once in every Year, and such Meeting shall begin on the first Monday in December, unless they shall by Law provide otherwise.

Section 6. The Senators and Representatives shall receive a Compensation for their Services, which shall be ascertained from Time to Time by the Congress.

Section 7. All bills for raising Revenue shall originate in the House of Representatives; but the Senate may propose or concur with Amendments as on other Bills.

Section 8. The Congress shall have Power to lay and collect Taxes, Duties, Imposts and Excises, to regulate Commerce with foreign Nations, among the several States, and with the Indian Tribes; to borrow Money on the public Credit of the United States; to define and punish Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to establish an uniform Rule of Naturalization; to establish an uniform System of Bankruptcy Laws; to regulate the Coinage, Weights and Measures; to provide for the Punishment of counterfeiting the Securities and current Coin of the United States; to grant Letters of Marque and Reprisal; to grant Patents and Copyrights; to promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries; to constitute Tribunals inferior to the supreme Court; to exercise the Power of declaring War, granting Letters of Marque and Reprisal, and making Rules concerning the Capture on the Sea; to raise and support Armies, but no Appropriation of Money for that Purpose shall be for a longer Term than two Years; to raise and support a Navy; to make and fix the standard of Weights and Measures; to provide for calling forth the Militia to execute the Laws of the Union, suppress Insurrections and repel Invasions; to provide for organizing, arming and disciplining the Militia, and for governing such Part of them as may be employed in the Service of the United States; to take Care that the Laws be faithfully executed, and to receive and report to the House of Representatives all Ambassadors, Ministers and Consuls, and all public Ministers and Consuls; to receive Ambassadors and other public Ministers; to grant Reprieves and Pardons for Offences against the United States, except in Cases of Impeachment; to impeach the Judges of the supreme Court, the Judges of such inferior Courts as may be established, and the Officers of the United States; to propose and concur with Amendments to the Laws passed by the Congress.

Section 9. The Migration or Importation of Persons, other than Indians, shall not be prohibited by any Law passed by the Congress prior to the Year 1808; but the Tax or Duty on such Importation, not exceeding ten Dollars for each Person, may be levied by Congress.

Section 10. No State shall enter into any Treaty, Alliance or Confederation; grant Letters of Marque and Reprisal; coin Money; emit Bills of Credit; make any Thing but gold and silver Coin legal Tender for Payment; or give Grants of Land.

Section 11. The United States shall guarantee to every State in this Union a Republican Form of Government, and shall protect each State against Invasion; and on Application of the Legislature, or of the Judges (when the Executive is absent) against domestic Violence.

Section 12. The Congress shall have Power to declare and regulate the Bankruptcy Laws of the United States.

Section 13. The Congress shall have Power to regulate the Commerce with the Indian Tribes.

Section 14. The Congress shall have Power to regulate the Commerce with foreign Nations, among the several States, and with the Indian Tribes.

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# CONSTITUTION

## I. PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

## II. NAME

This body shall be known as the Meridian Southern Baptist Church of El Cajon, California located at 660 South Third Street, El Cajon, CA. 92019.

## III. OBJECTIVES

1. To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.
2. To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.
3. To experience an increasingly meaningful fellowship with God and fellow believers.
4. To help people experience a growing knowledge of God and man.
5. To be a church that ministers unselfishly to persons in the community and world in Jesus' name.
6. To be a church whose purpose is to be Christ like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.
7. To make mature witnessing disciples of all the membership.

## **IV. ARTICLES OF FAITH**

1. We believe the Holy Bible as the inspired Word of God, without any error, the all-sufficient authority in matters of faith, doctrine, and Christian living.
2. We believe in one God, eternally existing in three Persons: the Father, the Son, and the Holy Spirit.
3. We believe in the Virgin Birth of Jesus Christ, and that He is true God and man. He died on the cross for our sins. He rose bodily from the dead, ascended into heaven where He sits at the right hand of the Father and is now our High Priest and Advocate.
4. We believe that man was created in the image of God but fell into sin and therefore lost. Only through regeneration by the work of the Holy Spirit can man's salvation and spiritual life be obtained.
5. We believe that eternal salvation is the free gift of God, entirely apart from man's works, and is possessed by any and all who have faith in and receive Jesus Christ as their personal Lord and Savior.
6. We believe in a regenerated church membership: that is, persons old enough to understand their need for Jesus Christ and, of their own free will, accepted Him as their personal Lord and Savior.
7. We believe that baptism is by immersion and the Lord's Supper is a memorial to His suffering and death on the cross. These are ordinances to be observed by the church in its present age. They are, however, not to be regarded as means for man's salvation.
8. We believe in the personal, bodily, imminent, and glorious return of the Lord Jesus Christ and that His Second Coming inspires believers for dynamic and zealous life and service for Him while waiting for His return.
9. We believe in the bodily resurrection of the dead, the everlasting blessedness of the saved in heaven, and the everlasting punishment and separation from God of the unsaved in hell.
10. We believe in the autonomy of the local church. The church shall manage its own affairs and shall not be subject to any other religious body or organization.
11. We subscribe to the "Baptist Faith and Message" adopted by the Southern Baptist Convention in 2000 as our larger statement of faith with scriptural references.

## **V. GOVERNMENT**

- A. The government of Meridian Baptist Church shall be vested in the body of believers who compose it and whose majority vote is final. It is subject to the control of no other ecclesiastical body. It acknowledges Jesus Christ as its only Lord and receives the Bible as its supreme guide in matters of faith, order, and discipline.
- B. This church, while having complete control over its own affairs in the light of Scripture, recognizes its obligation and privileges of the fellowship of sister churches of like faith, order, and discipline by voluntary cooperation with the San Diego Southern Baptist Association, the Southern Baptist General Convention of California, and the Southern Baptist Convention.

## **VI. NONPROFIT STATUS AND LIQUIDATION**

- A. The property of Meridian Baptist Church is irrevocably dedicated to religious purposes, and no part of the net income or assets of this organization shall ever inure to the benefit of a Director, officer or member of the church, or to the benefit of any private individual.
- B. Meridian Baptist Church is not organized for profit. In the event of liquidation or dissolution of the church, all of its assets and property of every nature and description whatsoever shall be paid over and transferred at the direction of the trustees to the San Diego Southern Baptist Association, the California Southern Baptist Convention or both, of the Southern Baptist Convention.



## VII. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord, and on the profession of our faith, having been baptized in the name of the Father and the Son and of the Holy Spirit, we do now, in the presence of God 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 in 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 and the relief of the poor, and the spread of the gospel throughout all nations.

We also engage to maintain family and private 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 use our tongues only to build others up, so that all who hear may be benefited to strive to be filled and controlled by the Holy Spirit at all times; to abstain from the abuse of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs, alcohol and the spread of pornography; and to be zealous in our efforts to advance the Kingdom of our Savior.

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 Savior to secure it without delay.

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

We the People of the United States, in order to form a more perfect Union, establish Justice, insure domestic Tranquillity, provide for the common Defense, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for

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Section 3. The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature of the State for which they are so chosen, and they shall hold their Offices for six Years, and until their Successors be chosen.

# BYLAWS

## I. MEMBERSHIP

### A. GENERAL

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

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

### B. CANDIDACY

Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

1. By profession of faith and for baptism according to the policies of this church.
2. By promise of a letter of recommendation from another Baptist church.
3. By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.
4. By statement of prior conversion experience and scriptural baptism by a church of like faith and order, by recommendation of pastor and deacons after close examination.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths vote of those church members present and voting shall be required to elect such candidate to membership.

### C. NEW MEMBER ORIENTATION

New church member candidates are required to complete new members' orientation class before they are presented to the church for membership.

### D. VOTING RIGHTS OF MEMBERS

Every member of the church is entitled to vote at elections and on all questions submitted to the church conference, provided the member is present or provision has been made for absentee balloting.

## **E. TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

1. death;
2. dismissing to another Baptist church;
3. Exclusion by action of this church.

## **F. DISCIPLINE**

1. It shall be the basic purpose of the Meridian Southern Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the church staff, and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.
2. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will be best served by the exclusion of the member, the church may take this action by a two-thirds vote of the members present at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church.
3. Any person, whose membership has been terminated for any condition which has made it necessary for the church to exclude him, may upon his request be restored to membership by a vote of the church upon evidence of his repentance and reformation.

## **G. NON-RESIDENT MEMBERSHIP**

Members, who have removed themselves from the community for a period of one year and have not found another fellowship where there was one available, can be removed from the church roll.

It is understood that some members will be living in areas where it is impossible for them to find another fellowship, therefore, these people will be left in the non-resident active file and considered members of the extension department in good standing with the church.

Members that are removed from the roll will be placed in a dead file. When a letter is requested from a church concerning those people, this church will write a letter explaining our membership policy to the church requesting a letter.

It is understood that names presented for removal will be presented only after the church has done all it can to assist these members in finding another place of service.

## **H. INACTIVE RESIDENT MEMBERSHIP**

Church members, who have been inactive to the point of not attending the services for one year or more, yet are still living in the area and not hampered physically, may be considered for removal from the church roll. This may occur only after every effort has been made to help them re-establish fellowship.

## II. CHURCH OFFICERS

All church officers must be members of the church. The officers of this church shall be as follows:

### A. PASTOR

The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will serve as the Chief Executive Officer of the church leading the congregation, the organizations, and the church staff to perform their tasks.

The Pastor is leader of pastoral ministries in a church. As such, he works with the church staff, committees, and deacons to:

1. lead the church in performing its tasks,
2. lead the church to engage in a fellowship of worship, witness, education, ministry, and application,
3. proclaim the gospel to believers and unbelievers, and
4. care for the church's members and other persons in the community.

A Pastor shall be chosen and called by the Church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's notice has been given.

A Pastor Selection committee shall be elected by the church by secret ballot to seek out a suitable pastor. The committee shall consist of (7) members and (2) alternates, and its recommendations will constitute a nomination. Any member has the privilege of making other nominations according to the policy established by the church. The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, an affirmative vote of three-fourths of those present being necessary for a choice. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of the church as prescribed by his job description. The Pastor shall give two weeks notice at the time of his resignation.

## **B. CHURCH STAFF**

This church shall call or employ such staff members as the church shall need. A job description shall be written when the need for additional staff members is determined. Staff members other than the pastor shall be recommended to the church by the personnel committee and employed by church action. Two weeks' notice at the time of resignation should be given.

All church staff is responsible to the Pastor as their supervisor.

## **C. DEACONS**

1. In accordance with the meaning of the work and practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the Pastor and staff in performing pastoral ministry tasks:
  - a. Proclaiming the gospel to believers and unbelievers;
  - b. Caring for church members and other persons in the community;
  - c. Leading the church to engage in a fellowship of worship, witness, education, ministry, and application;
  - d. Leading the church in performing its tasks.

The church expects the candidate to meet qualifications as outlined in Acts 6:1-6 and I Timothy 3:8-13.

2. The church shall elect deacons by secret ballot at regular business meetings of the church. There shall be one deacon elected for every 12 church families..

The deacons shall serve a 3-year term of office on a rotation basis. Each year the term of office of one-third of the number of deacons shall expire. In case of death or removal or incapacity to serve, the church may elect a deacon to fill the unexpired term. After serving a three-year term, a deacon shall be eligible for reelection. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith, order, and high standards shall suffice for this church.

3. Ordination:

- a. Selection, election, and ordination of deacons is a privilege of the local church.
- b. When ordination of deacons is planned by the church, it shall authorize the pastor to assemble a council to examine the candidates concerning their fit to serve as deacons.
- c. The council directed to examine the deacons shall be composed of the pastor, invited ordained pastors, and deacons of neighboring sister Baptist churches.
- d. When the council recommends the ordination of deacons, the ordination service shall be scheduled as led by the pastor.

#### 4. Duties:

- a. Elected deacons shall elect the chairman of their committee.
- b. Deacons serve as a committee of counsel to assist the pastor concerning the progress and welfare of the church.
- c. Assist the pastor in ministering to the members by implementing the Deacon Family Ministry Plan.
- d. Seek to solve any fellowship problem of the church.
- e. Assist the pastor in administering the church ordinances.
- f. Serve as the church membership committee.

### **D. MODERATOR**

A moderator shall be elected yearly by the church body from its lay leadership and will serve as the Chief Operating Officer of the church. The moderator shall preside over all business sessions of the church and serve as chairman of the church council.

In the absence of the elected moderator, the chairman of deacons shall preside, or in their absence, the vice-chairman, then secretary of deacons shall preside. In absence of all the above, the church clerk shall call the church to order and an acting moderator shall be elected.

### **E. CLERK**

The church-elected clerk will serve as the secretary of the corporation and shall keep in a suitable form a record of all the actions of the church, except as otherwise herein provided. The clerk is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms.

The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these by-laws.

The church may delegate some of the clerical responsibilities to a church secretary. All church records are church property and should be filed in the church office when an office is maintained.



## **F. TREASURER**

The church treasurer shall be elected as the custodian of all moneys of the church and shall disburse these moneys by checks as authorized by the church. The Treasurer will serve as the Chief Financial Officer of the corporation.

1. He or she shall keep, at all times, an itemized account of all receipts and disbursements and shall render a monthly and annually written report of this account to the church.
2. The treasurer's report shall be audited annually by an auditing committee.
3. The church treasurer shall also be responsible for seeing that the offerings are properly received, counted, and deposited in the church's bank account.
4. He or she shall properly credit each contributor and their offerings.
5. He or she shall be responsible for preparing for mailing a quarterly or annual record of contribution to donors.

## **G. TRUSTEES**

Three trustees elected by the church will serve as officers of the corporation and will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents, involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of trustees are required. Trustees shall serve three years on a rotating basis, with one new trustee being elected every year.

## **H. CORPORATE OFFICERS**

The officers of the Church will consist of a minimum of three persons serving as Chief Executive Officer (CEO), Chief Financial Officer (CFO), and Secretary. Each officer will be an active/resident member of the Church.

1. The Senior Pastor will serve as the President/Chief Executive Officer of the Corporation
2. The Moderator of the church will serve as the Vice-President/Chief Operating Officer of the Corporation.
3. The Treasurer will serve as Chief Financial Officer of the Corporation.
4. The Church Clerk will serve as the Secretary of the Corporation.
5. The Trustees elected by the church under By-laws, article II-G will serve as additional officers of the corporation.

The officers of the Church are hereby designated as the Directors of the Corporation as the term is defined and used in the state of California Corporations Code.

### **III. COMMITTEES AND COORDINATING GROUPS**

#### **A. GENERAL**

All church committee members shall be recommended by the nominating committee and elected by the church unless otherwise indicated in the description below. The committee members shall serve on a three-year rotation system with one-third to be elected each year. All committees shall consist of 5-12 members. Each committee member shall serve on only (1) standing committee, with exceptions to be reviewed and recommended by the nominating committee.

All committees will begin their terms January 1, for rotation. Standing committees affect the ongoing ministry of the entire church. Service committees have specific duties. They meet as necessary to provide the specific services they are charged with.

#### **B. PROCESS**

The committees shall bring recommendations to the church council for their spiritual wisdom, advice, and prayer. This will give the wisdom of two (2) bodies before committees present recommendations to the church.

The Pastor shall be ex-officio member of all standing, service, new, and ad hoc committees. He may designate other pastoral staff to serve in his place.

#### **C. COORDINATING GROUPS**

##### **1. CHURCH COUNCIL**

- a. The primary functions of the council shall be to recommend to the congregation suggested objectives and church goals, to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.
- b. The members of the Church Council shall be made up of the following: Pastor, all pastoral staff, all major ministry leaders (Deacons, Worship Ministry, Sunday School Director, Discipleship Training Director, Men's Ministry Director, Women's Ministry Director, Youth Ministry Director, Children's Ministry Director, Preschool Ministry Director), and the chairman of all the following committees: Personnel, Stewardship, Building and Grounds, Missions, Long-Range Planning, Fellowship and Nominating.
- c. All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval or disapproval.

## 2. NOMINATING COMMITTEE

- a. The nominating committee coordinates the staffing of all church leadership positions that are filled by volunteers. The nominating committee recommends persons for all volunteer positions to be elected by the church.
- b. The nominating committee shall be nominated by the Church Council and elected by the church in a business session.

## **STANDING COMMITTEES**

### **1. PERSONNEL COMMITTEE**

- a. The Personnel Committee assists the church in matters related to employed personnel administration. Its work includes such areas as determining needed staff positions, employment evaluation, salaries, benefits, terminations and personnel services.
- b. The Personnel Committee shall have authority to hire vocational workers (e.g. secretaries, custodians, nursery workers) on a temporary basis pending church approval.
- c. All matters agreed upon by the committee, calling for action not already authorized, shall be referred to the church for approval or disapproval.

### **2. BUILDING AND GROUNDS COMMITTEE**

- a. The Church Building and Grounds Committee assists the church in matters related to properties administration.
- b. Its work includes such areas as maintaining all church properties for ready use and recommending policies regarding use of properties.
- c. They negotiate contracts and serve as liaison between the church and outside organization that utilize/rent space on church grounds.

### **3. STEWARDSHIP COMMITTEE**

- a. The Stewardship Committee develops and recommends an overall stewardship information plan.
- b. The Stewardship Committee administers the gifts of the church members, using sound principles of financial management.
- c. Standing members of the stewardship committee shall be the Church Treasurer and Church Financial Secretary.
- d. In emergencies, this committee is authorized to spend up to \$1000.00 without church approval.

### **4. MISSIONS COMMITTEE**

- a. The Missions Committee seeks to discover possibilities for mission's projects, share findings with church program organizations, and serves the church in establishing and conducting such missions projects as may be assigned to it.
- b. The Missions Committee will be responsible for missions' education of the church and the promotion of designated missions emphasis and offerings throughout the year.

**5. LONG-RANGE PLANNING COMMITTEE**

- a. The Long-Range Planning Committee seeks to discover and analyze long-range goals and long-range strategies to the congregation.
- b. This committee will evaluate the long-range effectiveness of church programs and interpret long-range goals and strategies to appropriate groups.
- c. In the absence of this committee, the church council will perform these duties.

**6. CHURCH/SCHOOL RELATIONS COMMITTEE**

- a. The Church/School Relations Committee acts as the negotiating party in all matters related to church and school relations.
- b. They negotiate contracts and serve as liaison between the church body and the school.

## **D. SERVICE COMMITTEES**

### **1. PUBLIC RELATIONS COMMITTEE**

- a. The Public Relations Committee is to discover the public relations needs and choose the means of communication to persons inside and outside the church.
- b. The committee is responsible for discovering what needs are to be communicated and for communicating with the proper audience.

### **2. FELLOWSHIP COMMITTEE**

- a. The Fellowship Committee is responsible for formulating and recommending to the church the policies for the kitchen, and for communicating those policies to church members.
- b. The committee is available to coordinate food and service needs for church-wide fellowships.

### **3. CHURCH PRESCHOOL COMMITTEE**

- a. The Church Preschool Committee will recommend and publicize preschool policies and procedures.
- b. The committee will recommend the purchase of furnishings and supplies and coordinate and assign class space.
- c. The preschool committee works with the personnel committee to select, train, and supervise preschool workers.
- d. Standing members of the preschool committee shall be the Preschool Ministry Director, Preschool Extended Session Director and the Sunday School Preschool Department Director.
- e. The committee will communicate regularly with the church council.

### **4. HISTORY COMMITTEE**

- a. The History Committee is to preserve and use the historical records of the church.  
The committee is especially concerned with gathering and preserving available church records, recording full and accurate records and using the records to help members understand and appreciate their heritage and mission.

### **5. FLOWER COMMITTEE**

- a. The Flower Committee is responsible for securing, arranging, and disposing of floral arrangements for church services and for providing flowers for sick and bereaved members..

**6. LIBRARY AND MEDIA COMMITTEE**

- a. The Library and Media Committee will serve as the resource center for the church.
- b. The church library staff will seek to provide and promote the use of printed and audiovisual resources.
- c. The staff will also provide consultation to church leaders and members in the use of printed and audiovisual resources.

**E. NEW COMMITTEES**

Special committees whose duties are not specifically covered by above committees shall be elected as the need may arise.



## **IV. PROGRAM ORGANIZATIONS**

### **A. GENERAL**

All organizations of the church shall be under church control, all officers being elected by the church body and reporting regularly to the church body.

### **B. SUNDAY SCHOOL**

The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the Biblical revelation, reach persons for church membership, perform the functions of the church within its constituency, and to provide and interpret information regarding the work of the church and denomination.

The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School Director elected by the church body.

### **C. MERIDIAN WOMEN'S MINISTRY**

Meridian Women's Ministry shall be a mission education, mission action, and mission support organization of the church for women, young women, girls, and preschool children. Its tasks shall be to teach missions; engage in mission action; mission support; support world missions through praying and giving; and provide and interpret information regarding the work of the church and denomination.

Meridian Women's Ministry shall have such officers and organizations as the program requires.

### **D. MERIDIAN MEN'S MINISTRY**

The Meridian Men's Ministry shall be the church's organization for mission education, mission action, and mission support for men, young men, and boys. Its tasks shall be to teach missions through praying and giving, and provide and interpret information regarding the work of the church and denomination.

The Meridian Men's Ministry shall have such officers and organization as the program requires.

### **E. THE CHURCH MUSIC ORGANIZATION**

The Church Music Organization, under the direction of the church-selected music director, shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community; and provide and interpret information regarding the work of the church and denomination.

The Church Music program shall have such officers and organization as the program requires.

#### **F. DISCIPLESHIP TRAINING:**

The discipleship program shall serve as the training organization and arm of the church. Its tasks shall be to teach Christian doctrine, ethics, church policy and organization; train leaders for the church and denomination; provide for specialized training for special projects of ministry for the church; and to provide organization and leadership for special activities in the church.

### **V. ORDINANCES**

#### **A. BAPTISM**

A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, or who indicates a commitment to follow Christ as Lord shall be received for Baptism.

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the Pastor or whomever the Pastor shall authorize. The deacons shall assist in the preparation for, and observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service.
4. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Pastor and/or pastoral staff and/or deacons. If no interest is ascertained, he shall be deleted from those waiting baptism.

#### **B. THE LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

1. The Lord's Supper shall be observed monthly as scheduled.
2. The Lord's Supper shall be observed in the morning and/or evening worship services.
3. The Pastor and deacons shall be responsible for the administration of the Lord's Supper.
4. The deacons shall be responsible for the physical preparations of the Lord's Supper.

## **VI. CHURCH MEETINGS**

### **A. WORSHIP SERVICES**

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

### **B. SPECIAL SERVICES**

Revival services and any other church meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar.

### **C. REGULAR CHURCH BUSINESS MEETINGS**

Regular business meetings shall be held quarterly. The agenda shall be circulated or made known to the church one week prior to the business meeting.

Should there be any unusual meeting or matter of unusual interest to be brought before such regular meeting, notice shall be given to the membership one week prior to that meeting.

### **D. SPECIAL BUSINESS MEETINGS**

A specially called business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time, and location must be given for the specially called business meeting unless extreme urgency renders such notice impractical.

### **E. QUORUM**

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

### **F. PARLIAMENTARY RULES**

Robert's Rules of Order, revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

## **VII. LICENSING AND ORDAINING**

### **A. LICENSING:**

Any member of the church who has shown by his life and has felt the call to the gospel ministry may by vote of the membership at a regular meeting be licensed by the church to the Christian ministry.

### **B. ORDINATION:**

When a church of like faith and order shall have called as its pastor a member of this church who possesses scriptural qualifications and he has demonstrated by his skills and training for ordination to the work of the gospel ministry, and shall request in writing that he be ordained, or the Church Council recommends him for ordination, a special committee shall be elected to conduct the process of his ordination.

Deacons of the church may be ordained as deacons upon the recommendation of the Church Council. The church shall consider such request and by a vote of majority in a regular meeting approve such request. The pastor shall assemble an ordaining council for the ordination of qualified and recommended candidates.

## **VIII. CHURCH FINANCES**

### **A. BUDGET**

The Stewardship Committee, in consultation with the church council, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and worldwide expenses. Offering envelopes will be provided for members' use.

It is understood that everyone in this church should be involved in the financial obligation to support the church and its causes with regular, proportionate gifts. At least annually, plans shall be put into operation for securing a worthy subscription from each member of the church.

### **B. ACCOUNTING PROCEDURES**

All funds for any and all purposes shall pass through the hands of the church treasurer, or financial secretary, and be properly recorded on the books of the church. The officer(s) and money counters shall be bonded.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship Committee.

### **C. DESIGNATED AND SPECIAL FUNDS**

Designated and special funds will only be received after the approval of the fund in accordance with the Designated and Special Funds Policy. Monies for designated and special funds will be received in accordance with the Designated and Special Funds policy outlined in the operations manual.

### **D. FISCAL YEAR**

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

## **IX. CHURCH OPERATIONS MANUAL**

### **A. ORGANIZATIONAL CHART**

An organizational chart shall be prepared which will depict lines of responsibility in the administration of the church. This chart shall be reviewed periodically by a special long-range planning committee and shall be revised as needed. A copy shall be included in the church operations manual.

### **B. POLICIES AND PROCEDURES**

Church policies and procedures shall be described in the church operations manual. The manual shall be kept in the church office and made available to any member of the church. The manual shall be maintained by the church secretary. Changes in policies and procedures may be initiated by any church member or organization. Addition, revision, or deletion of church policies requires:

1. the recommendation of the church officer or organization (including committees) to whose areas of assignment the policy relates,
2. discussion by the church council, and
3. approval by the church.

Procedures may be added, revised, or deleted by:

1. recommendation of the appropriate officer or group,
2. approval by the church council, and
3. approval of the church if deemed necessary by the church council.

## **X. AMENDMENTS**

Changes in this constitution and by-laws may be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at a previous meeting, and copies of the proposed amendment shall be furnished to each member present. Amendments to the constitution shall be by two-thirds vote of all members of the church present entitled to vote. Amendments to the by-laws shall have concurrence of a majority of the members present and voting.

