

West Shore Baptist Church Structure Team Report

Governance Recommendations
June 29, 2008



Executive Summary

Through extensive Christian dialogue and in prayerful consideration of the West Shore Baptist Church (WSBC) strategic plan and God's purposes for His church, the WSBC Structure Team's governance subgroup recommends revisions to the organization and by-laws of WSBC. The execution of these revisions will maintain our Baptist heritage and corporate functions while enabling a small group/team-based membership to focus on Christian ministry with minimum disruptions to our current organizational structure.

At a special business meeting in July 20, 2008, members of the WSBC will be asked to vote to accept these enhancements to our organizational structure and by-laws or to maintain the current organization and by-laws as is.



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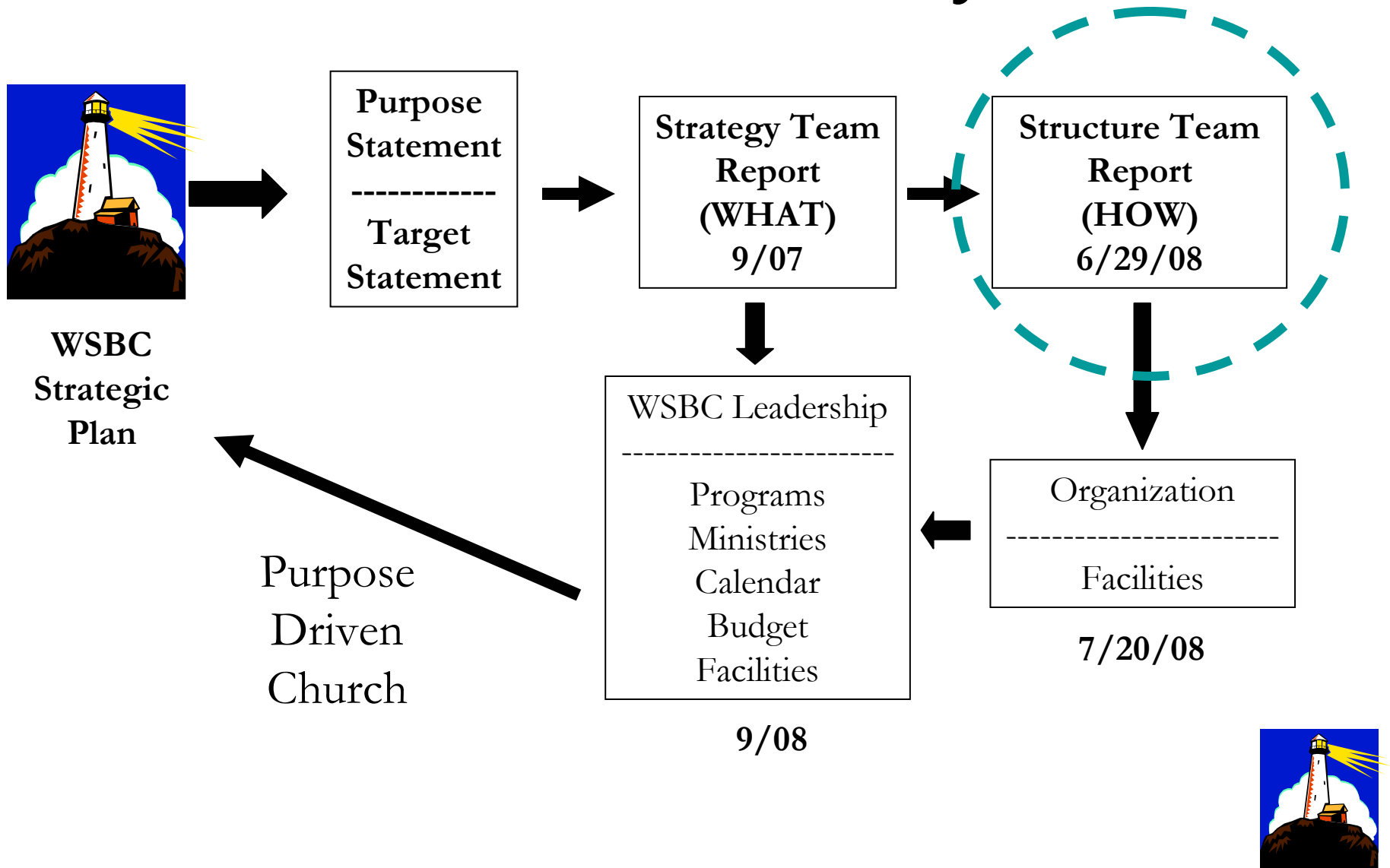


A. Introduction

- Our Journey
- Governance Charter
- Considerations
- Goals



WSBC "Journey"



Structure Team

- Chris Achenbach
- Peter Bruland
- Gayle Campbell
- Barrie Dieffenbach
- Tomi Duttry
- Doug Hill
- Tom Kennerly
- Mark Kindig
- Ernesto Lopez
- Don Norris
- Denise Rhodes
- Carol Saltzer
- Milan Vulich



Organization

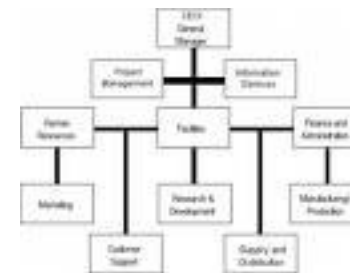


Facility



Governance Structure Team

- Peter Bruland
- Gayle Campbell
- Barrie Dieffenbach
- Tomi Duttry
- Doug Hill
- Mark Kindig
- Ernesto Lopez
- Don Norris



Organization



Governance Charter

- Recommend the staff and leadership structure of the church to best implement the strategy team recommendations. A visit to at least two churches that have implemented the purpose Driven Church Governance structure should be made.
- Recommend the reporting structure of the ministries, programs and suggestions from the strategy team report to the proposed governance structure.
- Recommend revisions to our church by-laws to accomplish the proposed governance structure.



Considerations

- Initially WSBC voted on and approved a strategic plan... to be a lighthouse to our community.
- Goals of the WSBC Strategic Plan
 1. To promote our American Baptist heritage and beliefs
 2. To be a more diverse congregation, reflecting the demographics of the greater Harrisburg community
 3. To evangelize the un-churched
 4. To serve the needs and provide ministries that span the generations of the congregation and community
 5. To be a church of small groups



- As we worked to develop actions under the strategic plan, WSBC:
 - Developed un-churched targets, and
 - Established and approved a WSBC Purpose Statement:

Love God in celebrative worship in order to magnify his name.

Invite Friends and share a caring witness as a part of our life mission.

Grow Together in uplifting fellowship encouraging faith and church membership.

Help Others by empowering growing disciples to engage in God-shaped ministry.

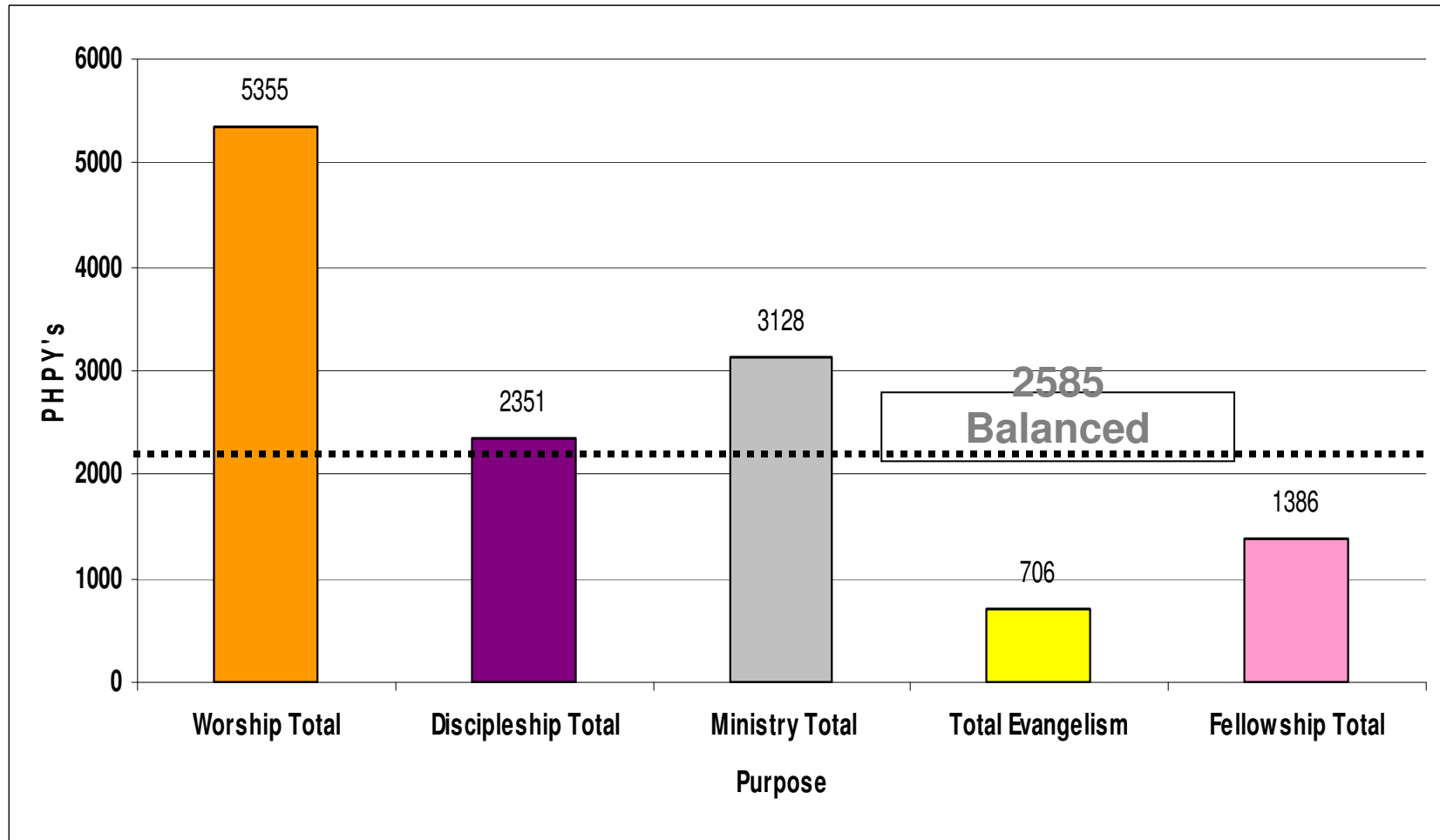
Teach Truth by equipping growing disciples to develop Christ-like spiritual maturity.



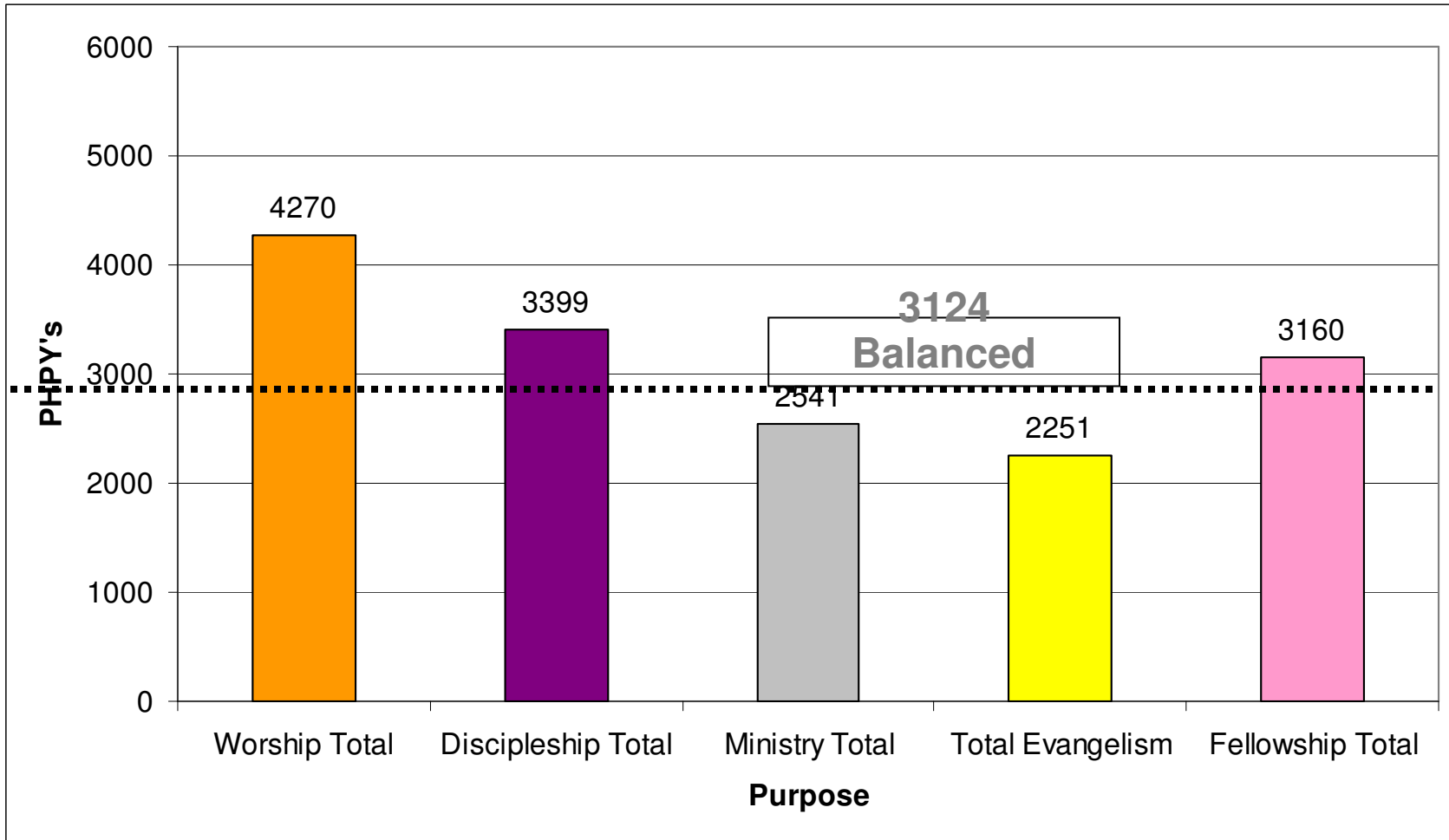
- We developed “classes”; and
- We initiated a Strategy Team to evaluate our existing programs and recommend new programs to help balance our activities. This team’s report concluded:
 - Team-based activities and programs should be promoted
 - In consideration of God’s five purposes for His church:
 - WSBC **existing** programs and activities are unbalanced
 - By authorizing and executing identified team-based programs and activities, WSBC can nearly balance our **future** emphases



Existing Activities Effort (Snap Shot)



Futures Activities Effort



Final Considerations

- **Balance** is the key to a healthy church. Unless you set up a system and a structure to intentionally balance the five New Testament purposes, your church will tend to overemphasize the purpose that best expresses the gifts and passions of its pastor.
- Externally focused churches are **team-based** rather than hierarchical in structure. They organize around executing teams, composed of lay leaders and staff, with each team responsible for a specific objective.
- Growing congregations **staff by purpose**. Churches begin by finding volunteers to lead and serve on each team, and then they develop full-time, paid positions as needed.



Structure Team Goals

- With this background in mind, the Governance Team established some of it's own goals and objectives:
 1. Evaluate our current organizational structure
 2. Propose either changes to the existing organization or a whole new governance structure that:
 - Allows WSBC to focus on and balance the five New Testament purposes
 - Maintains our American Baptist heritage
 - Requires fewer formally appointed positions
 - Encourages member and friend participation through small group ministry teams
 - Supports a balanced demographic congregation encompassing all ages
 - Promotes activities and programs that are designed to meet the needs of those *within* and *outside* the church.
 - Meets both corporate and spiritual functions



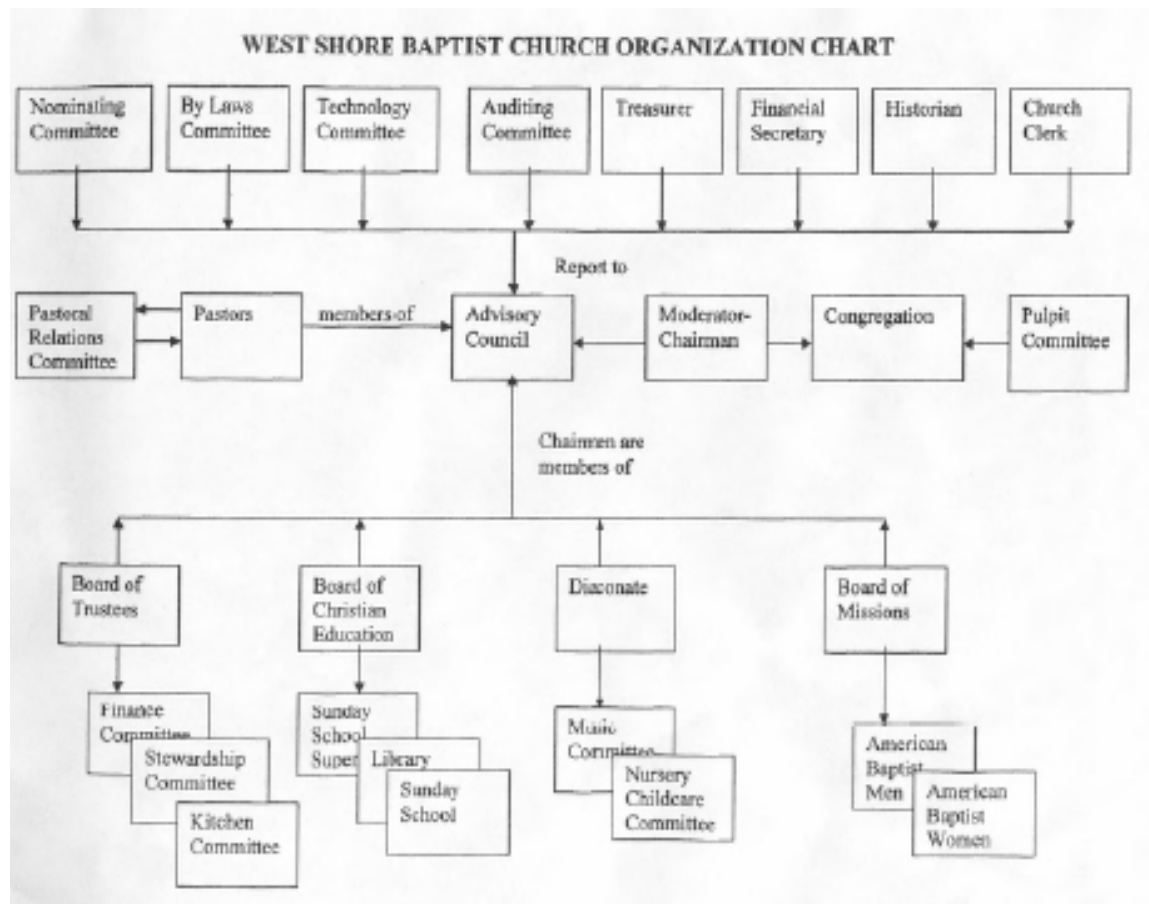
B. Analysis

- Current Structure
- Organizations being used in Other Churches
- Results



Current Organization

- Existing structure placed 50 years ago and has served us well...



Current Organization, Cont.

- Positions required: 76 and we currently have 16 vacancies
- We can execute team-based efforts (for example the Anniversary Celebration committee) but there is no clear guidance on formation, reporting, and oversight
- No clear link of responsibilities between God's five purposes for His church and our Boards



Establish an Understanding of What's Being Used Elsewhere

- Standard questionnaire was developed.
- Two churches visited:
 - Mt. Pocono Community Church (Mt. Pocono)
 - Living Water Community Church (Harrisburg)
- Other churches contacted by phone and their By-Laws were obtained and reviewed.



Questionnaire

- Pre-Interview (by phone)
 - Describe our project & purpose of call
 - Their denomination/affiliation
 - Traditional or contemporary services
 - Size (membership)
 - Time of Sunday School and worship services
 - Accommodate a visit followed by lunch to discuss by-laws, operation, strategic planning? Set date
 - E-mail (or mail) their by-laws
- Interview (during visit)
 - When did you begin your new structure?
 - What led you to this change?
 - Summary of organizational structure
 - Organization chart available?



Questionnaire, continued

- Interview (during visit), continued
 - What by-law changes did you make?
 - Budget
 - Square feet of facility
 - Church demographics – urban/rural, minority population, income range, age range and distribution
 - What do you do that works best?
 - What would you have done differently?
 - Were there any unexpected results, good or bad?
 - Anything you would change right now?
 - Are you currently contemplating any changes?
 - What do you think the congregational critics say?
 - Membership trends/attendance trends
 - What advice would you give a church considering a similar transition?



Results

- Our evaluation of our current structure concluded:
 - Although possible, it is difficult to execute team-based ministry
 - Our structure focuses on function rather than our purpose statement
- From our external interviews, discovered that not all purpose-driven churches follow the “Rick Warren model” and most do not follow the model to the letter. However, the model is Biblical in basis so churches adjust the concept to their needs and specific situations.
- Concluded that our current organizational structure can be revised to achieve our goals

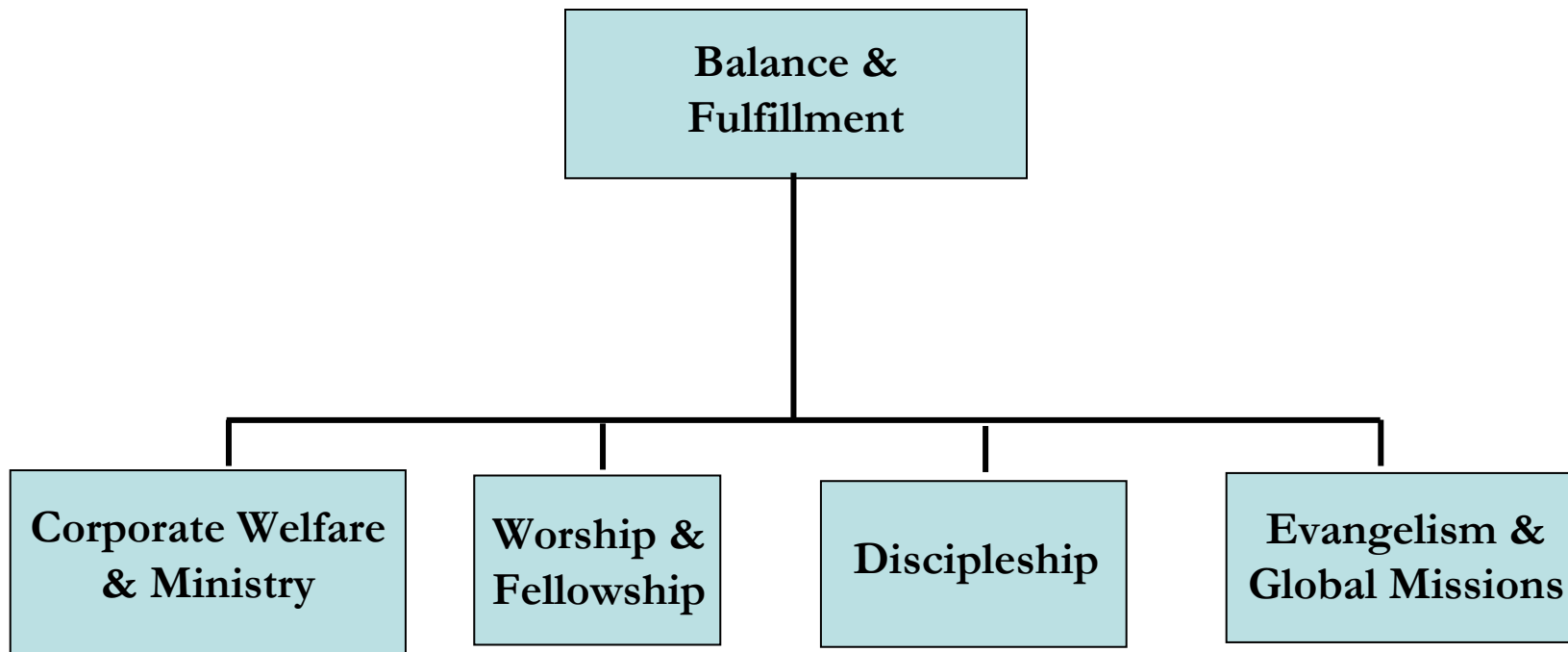


C. Recommendations

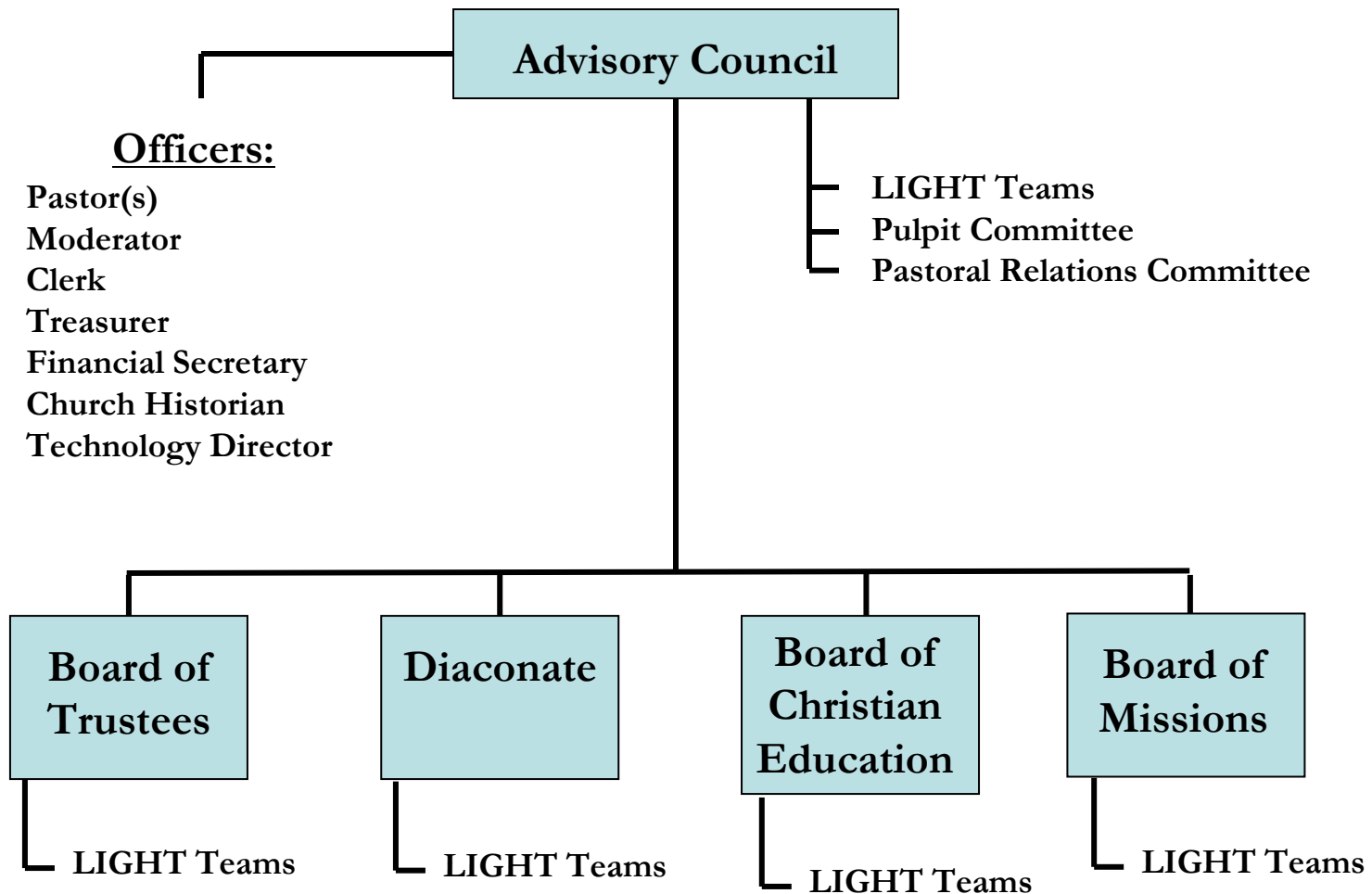
- Similar Organization... enhanced:
 - Focus of the Boards on God's purposes
 - Team-based ministry
 - Provided for Growth
 - Corporate officer requirements



Proposed WSBC Structure



Proposed WSBC Structure



Advisory Council Responsibilities

- The responsibility of the Advisory Council is to coordinate and support the work of the Boards and their LIGHT (volunteer) Teams in Strategic Plan implementation, purpose fulfillment, targeted outreach, and strategy utilization.
- The Council coordinates the work of the four major Boards toward Strategic Plan implementations by balancing and fulfilling our purpose statement, reaching the target(s), and carrying out the agreed upon strategies of the Church. Just as they receive monthly updates from each Board Chair, the Advisory Council may request and receive periodic updates from each Board Chair about the LIGHT teams related to their Board. The Advisory Council may annually recommend a given Board's retention, redirection or rescission of particular LIGHT teams, as well as other special groups or task forces assigned to a given Board for that Board's support and accountability. The Advisory Council shall also consult semi-annually with the church's pastoral staff regarding recommendations and actions for improved pastoral ministry for the church.



Board Responsibilities

- The responsibility of each Board is to build several task-specific, short-term (one year or less), volunteer (church member and friend) LIGHT teams to carry out their work.
 - Initially, all CLASS utilization shall be championed by the Board of Christian Education with the intent, at the Advisory Council recommendation, that each Board will eventually champion the CLASS best corresponding to their ministry/purpose.
- The Diaconate champions the purposes of worship and fellowship. Their LIGHT teams shall guide all matters related to the traditional, contemporary and/or other worship services and fellowship events. Their ministry teams also care for the church membership.
- The Board of Christian Education champions the purpose of discipleship. Their LIGHT teams shall guide all aspects of mentoring children and youth, as well as developing lifelong, growing adult disciples. Their ministry teams guide small group efforts.
- The Board of Trustees champions the purpose of ministry within the church. Their LIGHT teams shall tend to matters of property and church finance, the oversight of non-pastoral staff personnel, and the recruitment, training and placement of volunteers who serve within the church.
- The Board of Missions champions the purpose of missions. Their LIGHT teams shall guide all matters related to evangelism, church growth and community outreach, as well as to regional, national and international mission support and service.



Recommendations for Implementation

- Some “re-education” is required for transition
 - Boards need to function as boards: provide vision, delegate, coordinate, oversight, and communicate
 - LIGHT Teams do ministry
 - Advisory Board and PDLT committed to training before implementation
- The LIGHT Team list is boundless based on God’s gifts
- Committee vs. Team Ministry
 - Not eliminating ministry, just reducing reporting bureaucracy



Achieved Goals

- The organization is self governing by the congregation, and our Doctrine and Polity are unchanged
- Purpose Driven
 - Advisory Council has a responsibility to balance the five New Testament purposes
 - Boards' attention is focused on one or two of God's purposes, not functions
- Requires fewer formally appointed positions (38) – members are freed up for ministry according to their passions and SHAPE
- Team formation, responsibilities, and oversight are established to encourage member and friend participation through small group ministry teams
- All can participate to their ability - supports a balanced demographic congregation encompassing all ages
- Balanced and Flexible to promote activities and programs that are designed to meet the needs of those *within* and *outside* the church.
- Meets both corporate and spiritual functions



II. List of Organizational Positions

- **Officers**
 - Pastors
 - Moderator
 - Clerk
 - Treasurer
 - Financial Secretary
 - Church Historian
 - Technology Director
- **Advisory**
 - At-Large Members (2)
- **Diaconate**
 - Members (6 Minimum)
- **Christian Education**
 - Members (6 minimum)
- **Missions**
 - Members (6)
- **Trustees**
 - Members (6 minimum)
- **Committees**
 - Pastoral Relations (6)
 - Pulpit (0)



III. Recommended Revisions to WSBC By-Laws

Attached



WEST SHORE BAPTIST CHURCH BYLAWS

Structure Team Proposed Changes, 06-19-08

Additions / ~~Deletions~~

1 I. Name

2 The name of the Church shall be the West Shore Baptist Church. The Church is a non-
3 profit corporation duly organized under the laws of the Commonwealth of Pennsylvania on
4 June 7, 1960.

6 II. Purpose

7 Through the leading of the Holy Spirit and based upon scriptural truth, the purpose of
8 the West Shore Baptist Church shall be to glorify God by through:

9 ~~A. Being a supporting, loving fellowship responding to the needs of our~~
10 ~~congregation, community and the world;~~

11 ~~B. Proclaiming the new life in Christ through corporate worship in varied and~~
12 ~~creative ways;~~

13 ~~C. Offering an opportunity for salvation to the unchurched and non-believers;~~

14 ~~D. Providing educational opportunities and incentives for Christian growth in the~~
15 ~~abundant life;~~

16 ~~E. Affirming our Baptist heritage as a cooperative, self-governing body within the~~
17 ~~Christian community.~~

18 • Worship: Love God in celebrative worship in order to magnify His name.

19 • Evangelism: Invite friends and share a caring witness as part of our life mission.

20 • Fellowship: Grow together in uplifting fellowship that encourages faith and church
21 membership.

22 • Ministry: Help others by empowering growing disciples to engage in God-shaped
23 ministry.

24 • Discipleship: Teach truth by equipping growing disciples to develop Christ-like spiritual
25 maturity.

26

27 III. Polity

28 Affirming our Baptist heritage as a cooperative, self-governing body within the Christian
29 community, the government of this Church shall be vested in its membership. It shall, however,
30 maintain affiliation and cooperation with the Harrisburg Association of Baptist Churches, the
31 American Baptist Churches of Pennsylvania and Delaware, and the American Baptist
32 Churches, U.S.A.

33

34 IV. Doctrine

35 This Church accepts the Holy Bible as an all sufficient basis for doctrine and practice.
36 As a summary of principles for Christian conduct among its members, it adopts the following
37 Church Covenant:

- 38 • Mindful of our great heritage as American Baptists, as a part of the worldwide Body of
39 Christ, His Church, we covenant together today to affirm our love for our Savior, for one
40 another and for the world for whom He died.
- 41 • Grateful for the gift of God's incomparable revelation to us in Christ and in the Bible and
42 for His continuing guidance through the Holy Spirit, we agree together to seek His will
43 for our lives, individually and as a local congregation.
- 44 • Thankful for the absolute trustworthiness of Holy Scripture, we affirm our faith in the
45 necessity of the New Birth for life eternal and for membership in His Church.
- 46 • We covenant together, with God's help, to avoid those forms of speech and conduct
47 which degrade, exploit, and enslave persons and which dishonor the name of Christ.
48 We renew our pledge to live a life consistent with His standards.
- 49 • We further agree to take time for prayer, study, and worship, both private and in the
50 fellowship of our church, with minds ever open to the truth.
- 51 • We affirm that the great unfinished task of the Church is the proclamation of Christ's
52 redeeming love to every race and nation, symbolized in Believer's Baptism and in the
53 Lord's Supper. As ministers in Christ, we commit ourselves, our money, our time, and
54 our talent to His service.
- 55 • Trusting in Him, we covenant together as sons and daughters, brothers and sisters,
56 husbands and wives, to live each day so as to commend Christ to others.
- 57 • As we await His glorious return and His ultimate triumph, we rejoice in hope, exercise
58 patience, practice hospitality, and show compassion toward those in need, ever striving
59 toward Christian maturity, seeking the unity of the Spirit in the bond of peace. Amen

60 .

61 V. **Membership**

62 A. General Provisions.

63 Membership in this Church shall be by recommendation of the Diaconate. New
64 members shall participate in a Discipleship Training Class.

65 B. **Active** Membership Categories

66 1. Full Membership

67 a) By Baptism - Persons who confess Jesus Christ to be their Savior
68 and Lord, have promised to live a Christian life, and have been baptized as a
69 believer by immersion.

70 b) By Letter - Immersed believers who present letters of dismissal and
71 recommendation from other Christian churches.

72 c) By Experience - By statement of Christian experience and previous
73 believer's baptism by immersion.

74 d) By Restoration - Upon application to the Diaconate.

75 2. Associate Membership

76 a) Requirements -Although full membership in this church requires the
77 Ordinance of Baptism by immersion, any person who professes faith in Christ
78 and is a member of any Christian Church, may, upon presenting his letter of
79 transfer and recommendation or by statement of Christian experience, be
80 accepted as an associate member.

81 b) Limitations - Associate members shall enjoy all rights, privileges,
82 and watchcare of the Church and shall be eligible to vote on all matters, except
83 amendments to the By-laws which determine the Church's relationship to the
84 mortgaging of church real estate. Associate members shall not be eligible for
85 membership on the Diaconate Board or Board of Trustees.

86 3. Inactive Membership

87 a) If any member fails to participate in the life and ministry of the
88 Church for a period of one ~~(1)~~ year or more, they may be placed on the Inactive
89 Membership Roll. The procedure for such action shall be:

90 1) If possible, they shall be contacted by the Diaconate to
91 determine their interest.

92 2) They shall be invited and encouraged to return to the
93 fellowship of the Church.

94 3) Upon a majority vote of the Diaconate, they shall be
95 considered a candidate for the Inactive Roll.

96 4) Written notice of this possibility shall be sent to the person, if
97 possible.

98 5) If there is no response within ninety ~~(90)~~ days, such person
99 shall be placed on the Inactive Roll.

100 6) Report of such action shall be made at a regular business
101 meeting.

102 b) Ministry to Inactive Members. In the event of crisis or need, the
103 Pastor(s) and the Church will respond as appropriately as possible to the needs
104 of the persons on the Inactive Membership Roll.

105 c) Members on the Inactive Roll will not be included in church
106 statistics, cannot vote on church business, or hold membership as a church
107 officer, board or committee member.

108 d) Reinstatement to Full Membership. An in-active member may be
109 returned to either Full or Associate Membership, upon approval by the Diaconate
110 Board, following a reasonable period of active involvement in the life and ministry
111 of the Church.

112 4. Removal of members

113 a) By letter. Any member who desires a letter of transfer and
114 recommendation to any other church, may receive it upon written request and
115 upon approval of the Diaconate and vote of the Church at any stated meeting.
116 The name and address of the church to which membership is requested shall be
117 named in the request, and the letter shall be sent to the Pastor or Clerk of that
118 church. Letters of transfer should specify whether a person is a full, associate, or
119 inactive member.

120 b) By Exclusion. Should any member become an offense to the
121 Church by reason of immoral or unchristian conduct, the Church may terminate
122 membership, but only after faithful efforts have been made to bring such member
123 to repentance and renewal of Christian life.

124 c) By Death of member.

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126 VI. **Officers, Boards, and Committees, and Teams**

127 Purpose: It shall be the responsibility of the officers, boards, committees and teams to
128 act in concert on behalf of the congregation, under the guidance of the Holy Spirit and in an
129 environment of caring and nurturing, to apply principles of faith, vision, flexibility, and
130 imagination to the growth and vitality of the Church.

131 A. Officers

132 1. General Provisions

133 a) The officers of this Church shall be the Pastor(s), Moderator, Clerk,
134 Assistant Clerk, Treasurer, Assistant Treasurer, Financial Secretary, Assistant
135 Financial Secretary, Church School Superintendent, Assistant Church School
136 Superintendent, Church Historian, and Technology Director, and Moderator.

137 b) Selection. All officers (except the Pastors), and Boards and
138 Committees shall be elected at the Quarterly Business Meeting in October, for a
139 term of one (1) year.

140 c) Qualifications. All officers shall be members of the Church for at
141 least one (1) year.

142 d) All officers, except the Pastor(s), shall assume office on January 1
143 of the year following their election.

144 e) All officers shall, upon leaving office, deliver all books and records
145 to their successors.

146 f) ~~The office of Pastor(s) is discussed in Article VII.~~

147 g) Removal from Office. The Church has the power membership may
148 by majority vote, for good and sufficient cause, to remove from office any officer
149 after upon recommendation of the Advisory Council and majority vote of the
150 congregation.

151 h) The outgoing incumbent officer shall be responsible for preparing
152 and delivering the annual report.

153 2. Moderator

154 a) The Moderator shall:

155 1) Preside at the Annual Business Meeting and all other
156 business meetings of the Church.

157 2) Confer with the officers and various board members
158 concerning the most effective handling of business items.

159 3) Exercise discipline and good order, giving fair hearing to all
160 Church members.

161 4) Call special business meetings at any time, provided public
162 notice of the time and place of the meeting shall have been given.

163 5) Serve as chairperson of the Advisory Council.

164 6) Convene the Nominating Committee.

165 7) Confer with the officers and various board members
166 concerning the most effective handling of business items.

167 8) In the absence of the Moderator, the chairperson of the
168 Board of Trustees shall act as Moderator. In the absence of both the

Moderator and the chairperson of the Board of Trustees, the chairperson of the Diaconate shall act as Moderator.

b) The Moderator shall not be a member of any Church board.

c) The Moderator shall have the privilege of attending any meeting of any board, or committee, or team as a nonvoting ex officio member.

d) The Moderator shall report to the congregation.

3. Clerk

a) The Clerk shall:

1) Keep accurate minutes of the business meetings of the Church.

2) Keep a complete roll of church members and their addresses.

3) Issue letters of transfer and recommendation as directed by the Church.

4) ~~Conduct~~ Be responsible for official correspondence including denominational reports.

5) ~~Properly file and preserve~~ Assure proper filing and preservation in the church office of all letters, reports, and documents pertaining to the office.

6) Serve as secretary of the Advisory Council.

b) The Clerk shall report to the Advisory Council.

~~3. Assistant Clerk~~

~~a) The Assistant Clerk shall assist the Clerk as needed.~~

~~b) In the absence of the Clerk, the assistant shall assume the responsibilities of the office.~~

4. Treasurer

a) The Treasurer shall:

1) Be custodian of all moneys contributed to the Church for general expenses, missions, and benevolences (except Fellowship Fund).

2) Be adequately bonded.

3) Disperse funds as authorized by the Church or the Board of Trustees.

4) Make payments by check, which shall be countersigned by designated members of the Board of Trustees.

5) Present to the Church at each stated business meeting, or more often if requested, an itemized report of receipts and disbursements showing the actual financial conditions of the Church.

6) Present the books for audit at the close of the fiscal year, or more often if so requested by the Church or the Board of Trustees.

b) The Treasurer shall be responsible to the Advisory Council.

~~5. Assistant Treasurer~~

~~a) The Assistant Treasurer shall:~~

~~1) Be adequately bonded.~~

- 255 b) The Church Historian shall report to the Advisory Council.
256 7. Technology Director
257 a) The Technology Director shall:
258 1) Chair the Technology Committee. Convene as necessary
259 and manage technology teams.
260 2) Manage and administer the technology resources of the
261 Church.
262 3) Manage the technology budget.
263 4) Implement and support required systems and services.
264 b) The Technology Director shall be responsible to the Advisory
265 Council.

266 B. Advisory Council

267 Purpose: The Advisory Council is vested with the responsibility of coordinating the
268 activities of the membership, staff, boards, committees, and ad hoc teams in balancing and
269 fulfilling the purposes of the Church.

- 270 1. General Provisions
271 a) The Advisory Council shall consist of the Pastor, Associate
272 Pastor(s), Moderator (who shall act as chairperson), Clerk (who shall act as
273 secretary), Chairpersons of the Church Boards, and two (2) members of the
274 Church at large elected to a one (1) year term at the October Business Meeting.
275 Members at large shall not serve on any Church board. The Pastor and
276 Associate Pastor(s) shall be voting ex officio members of the Council.
277 b) The elected members shall not serve more than three (3)
278 consecutive terms.
279 c) Duties and responsibilities.
280 1) The Advisory Council, in consideration and furtherance of
281 the purposes of the Church, will coordinate activities of the staff, boards,
282 committees, and ad hoc teams represented on the Council by providing
283 guidance, encouragement, and support as they plan, develop, and grow
284 programs within the activities under their stewardship.
285 2) The Advisory Council shall maintain an up-to-date job
286 description for each Church officer, Board, Committee, and team, and for
287 the Advisory Council.
288 3) The Advisory Council shall seek to coordinate the activities
289 of the church, including monitoring the creation, responsibilities, and
290 duration of ad hoc teams, and shall receive at least semi-annual reports
291 from the Boards on the activities of their ad hoc teams.
292 4) Matters of importance to come before the Church
293 membership shall be considered by the Advisory Council before being
294 presented to the Church. It shall submit to the Church recommendations
295 on such matters as may be referred to it by the congregation, the Boards,
296 or Committees of the Church. It may also make recommendations to the
297 Church on its own.

298 5) The Advisory Council shall ~~seek to coordinate the activities~~
299 ~~of the Church and shall~~ be instrumental in developing an overall program
300 for the Church, including long range planning.

301 6) The Advisory Council shall assist in resolving any
302 disagreements between and among any of the boards or other
303 organizations of the Church.

304 7) ~~At least two (2) weeks prior to any Quarterly Business~~
305 ~~Meeting, the~~ The Advisory Council shall meet as necessary to consider
306 the general spiritual and financial state of the Church.

307 8) The Advisory Council shall consider all by-laws
308 recommendations presented to it by any officer, board, committee, or by
309 the Church, as a result of action at any Business Meeting; appoint from
310 within its membership or from the membership at large a by-laws
311 committee to review or develop changes to the by-laws; and after review
312 by the Advisory Council, submit to the Church for action any proposed
313 amendments to the by-laws which it deems advisable.

314 d) Meetings of the Advisory Council may be called at any time by any
315 of its members, providing at least one week's notice of such meeting has been
316 given to all Advisory Council members.

317 C. Boards

318 1. General Provisions

319 a) The official Church Boards shall be the Diaconate, Board of
320 Trustees, Board of Christian Education, and Board of Missions.

321 b) Qualifications and limitations

322 1) All board members must have been active in West Shore
323 Baptist Church for at least one year prior to becoming a member of a
324 board and be a current member of West Shore Baptist Church.

325 2) Members of the Diaconate and Board of Trustees shall be
326 full members of the Church.

327 3) No board members may serve on more than one ~~(1)~~ board
328 at a time.

329 4) Immediate family members (spouse, children or siblings)
330 may not serve on the same board.

331 5) Members of the boards shall be elected at the October
332 Business Meeting for a term of three ~~(3)~~ years, except when completing
333 the unexpired term of a former board member.

334 c) Elected members of boards shall not serve on the same board for
335 more than two ~~(2)~~ consecutive terms. A person may serve on a board after at
336 least two ~~(2)~~ years have elapsed following the expiration of the second term.

337 d) A person filling a vacancy of one ~~(1)~~ year or more of an unexpired
338 term shall be considered to have served a full term. One who fills a vacancy of
339 less than one ~~(1)~~ year shall be eligible for a full two ~~(2)~~ terms in office as a board
340 member.

341 e) All board members shall assume office on January 1 of the year
342 following their election.

343 f) All boards shall elect their own chairperson, assistant chairperson,
344 secretary, and treasurer (if needed) at the first meeting of the new calendar year.
345 This information shall be provided to the Church Clerk.

346 g) Any board member who changes his place of residence and is no
347 longer able to attend church regularly or function in his official capacity, shall
348 resign (~~vacate~~) his office immediately by submittal of a letter to the Moderator. At
349 the next business meeting, the Nominating Committee shall present the name of
350 a successor to be elected to serve the unexpired term of office.

351 h) A quorum shall consist of the majority of the membership of any
352 Board. A quorum is required to conduct business.

353 i) All Boards shall submit written reports at each Quarterly Business
354 Meeting.

355 j) The outgoing incumbent Board chairman shall be responsible for
356 delivering the Board's report at the Annual Business meeting.

357 k) Removal from Office. The Church has the power for good and
358 sufficient cause, to membership for good and sufficient cause may by majority
359 vote remove from office any board member after recommendation by the
360 Advisory Council and majority of the congregation.

361 2. The Diaconate

362 Purpose: The Diaconate will have responsibility for coordinating and growing the
363 purpo of worship and fellowship.

364 a) The Diaconate shall consist of no fewer than six, and no more than
365 twelve (12) members who shall be elected for a term of three (~~3~~) years with one-
366 third of their number being elected each year. A minimum of one-third of their
367 number shall represent each gender.

368 b) The Board shall elect a Chairperson, an Assistant Chairperson,
369 Secretary, and Treasurer. The chairperson shall serve on the Advisory Council,
370 and Board members shall be designated to serve on the Nominating Committee
371 and Stewardship Committee. In the absence of the Moderator and the
372 Chairperson of the Board of Trustees, the Chairperson of the Diaconate shall act
373 as Moderator of any business meetings of the Church.

374 c) The Diaconate shall:

375 1) Worship: Assist the Pastors with the spiritual welfare of the
376 congregation, and assist the Pastors in planning and implementation of
377 traditional and nontraditional worship services and programs.

378 2) Worship: Assist the Pastors in administering ordinances by
379 preparing and serving Communion and assisting at Baptisms. Provide
380 ushers, greeters, and flowers or other appropriate decorations.

381 3) Worship: Encourage and support personal spiritual growth
382 and faith sharing.

383 4) Fellowship: Implement a Church visitation program,
384 including visitation of current members and welcome and outreach to
385 visitors and guests.

386 5) Fellowship: Articulate, and promote a vision of a church of
387 small groups, and work with other boards, committees, teams, and the
388 staff to provide planning, organizational structure, and oversight.

389 4) Interview all candidates for membership in the Church and
390 make recommendations to the congregation.

391 5) Review and make recommendations to the congregation
392 regarding removal of members.

393 6) Review the membership roll of the church annually, and
394 report the names of members who have been placed on the Inactive Roll.

395 6) Fellowship: Perform duties relative to membership and the
396 membership roll as provided in Article V.

397 7) Plan a program of evangelism and outreach.

398 7) Administer the Fellowship Fund.

399 8) In the temporary absence of the Pastor(s) or whenever the
400 church is without a Pastor, the Chairperson of the Diaconate, with the
401 assistance of the Board, shall make arrangements for a pulpit supply and
402 leaders for Prayer Meeting. Board members shall assume all pastoral
403 duties (other than those that may be performed only by an ordained
404 minister of the Gospel) which pertain to the spiritual life of the Church,
405 unless and until some other person or groups of persons is selected by
406 the Church to perform such duties.

407 9) Prepare and present to the Trustees an annual budget for
408 programs in the areas of responsibility of the Diaconate.

409 3. Board of Trustees

410 Purpose: The Board of Trustees, in anticipation of the needs and activities of the
411 Church, is responsible for the corporate welfare of the Church, including budget and
412 finance, personnel, legal, and physical plant.

413 a) The Board of Trustees shall consist of no fewer than six and no
414 more than nine (9) members, elected for a term of three (3) years with one-third
415 of the membership elected each year.

416 b) The Board of Trustees shall:

417 1) Hold in trust all property belonging to the Church and shall
418 take all necessary measures for its protection, management, and upkeep,
419 and shall determine the use of Church property for all special purposes.

420 2) Act as agent for the Church in all legal matters including real
421 estate. However, the Board of Trustees shall have no power to buy, sell,
422 mortgage, lease, or transfer any real property without the specific vote of
423 the Church authorizing such action.

424 3) Have general supervision over the collection, management,
425 and expenditure of all funds of the Church, except the Fellowship Fund.
426 The Board shall administer the budget faithfully, while recognizing that the
427 activities of boards and teams through the budget year may require
428 flexibility and adaptation.

429 4) The Board of Trustees shall designate the bank where the
430 funds of the Church shall be deposited. All bills authorized for payment by
431 the Church shall be approved by the Board of Trustees before payment is
432 made. Total unbudgeted expenditures in excess of 5% of the total annual
433 budget must have prior church approval. Any unbudgeted expenditure in

434 excess of \$1,500 shall be reported to the congregation at the next
435 scheduled Business Meeting.

436 5) ~~When authorized by the Church, secure the services of~~
437 ~~necessary personnel (employees) at such salaries as approved by the~~
438 ~~Church. All employees, except the Pastor(s), are employed by the Board~~
439 ~~of Trustees and are subject to its supervision. The Board of Trustees may~~
440 ~~terminate the services of any employee. Recommend for action by the~~
441 ~~church the creation or abolition of paid staff positions and, pursuant to~~
442 ~~authorization, budget, and the provisions of the Church personnel policy,~~
443 ~~hire, supervise, fire, and fix the compensation for Church employees on~~
444 ~~behalf of the Church. One member of the Board of Trustees shall be~~
445 ~~designated Personnel Committee Chairperson.~~

446 6) Provide adequate bonding for the Treasurer, Assistant
447 Treasurer, and other persons designated by the Board of Trustees, whose
448 duties would require coverage.

449 7) Perform such other duties as required by the Church or
450 governmental authority.

451 8) Supervise the ways and means of raising the necessary
452 funds for the support of the Church.

453 9) Designate three ~~(3)~~ of its members to serve ~~on~~ with the
454 Treasurer and Financial Secretary as a Finance Committee. ~~Other~~
455 ~~members of the Finance Committee shall be the Treasurer, Financial~~
456 ~~Secretary, and one (1) member at large from the Church. The member at~~
457 ~~large shall not be a member of any other board and shall be elected at the~~
458 ~~October Business Meeting. The duties of the Finance Committee shall be~~
459 ~~to:~~

460 (a) ~~Develop an~~ for the purpose of developing the annual
461 budget to be presented to the congregation at the Annual Meeting.
462 The proposed budget shall be presented to the Board of Trustees
463 ~~for approval~~ and to the Advisory Council for approval and
464 recommendation to the congregation. The budget shall, to the
465 extent possible, reflect the programs recommended by the Boards
466 in furtherance of the purposes of the Church, and shall provide
467 flexibility to adapt expenditures through the year as guided by the
468 Holy Spirit.

469 (b) ~~Oversee the annual Stewardship Campaign.~~

470 (c) ~~Supervise the disbursement of funds as budgeted.~~

471 c) In the absence of the Moderator, the chairperson of the Board of
472 Trustees shall act as Moderator.

473 4. Board of Christian Education

474 Purpose: The Board of Christian Education shall promote the purpose of
475 discipleship, through youth and adult education, innovative and supplemental
476 educational programming, and through development of leaders equipped to disciple and
477 teach.

478 a) The Board of Christian Education shall consist of no fewer than six
479 and no more than nine (9) members elected for a term of three ~~(3)~~ years, with
480 one-third of the membership elected each year.

481 ~~b) The Church School Superintendent and Assistant Church School~~
482 ~~Superintendent shall be ex-officio members of the Board.~~

483 b) The Board of Christian Education shall elect a Chairperson,
484 Assistant Chairperson, and Secretary and designate members on the Nominating
485 and Stewardship Committees.

486 c) The Board of Christian Education shall:

487 1) Evaluate, plan, and promote the educational program of the
488 Church.

489 2) Seek and develop workers through leadership and teacher
490 training programs.

491 3) Review and select approve curriculum for all educational
492 programs.

493 4) Designate one member of the Board of Christian Education
494 as Church School Superintendent, to carry out the decisions of the Board
495 with regard to curriculum, textbooks, teaching standards, and teacher and
496 officer appointments of the Church School, and to be in charge of the
497 special programs of the Church School.

498 5) Appoint all Church School officers and teachers, except the
499 Church School Superintendent and Assistant Church School
500 Superintendent.

501 6) Determine space and location of Church School classes as
502 required.

503 7) Plan for special programs such as Vacation Bible School,
504 Christmas, Easter, etc.

505 8) Have responsibility for coordination and promotion of small
506 groups.

507 9) Promote, maintain, and expand the church library.

508 10) Administer Plan, approve, coordinate, and supervise a
509 program of youth ministries.

510 11) Recruit and schedule persons as needed to provide child
511 care during worship services and meetings of the Church.

512 12) Prepare and present to the Trustees an annual budget for
513 the educational needs of the Church School and other Christian
514 educational ministries.

515 13) Have responsibility for administering recommending to the
516 Trustees distribution of the scholarship fund(s).

517 5. Board of Missions

518 Purpose: The Board of Missions shall focus its efforts on outreach activities
519 supporting the purposes of ministry and evangelism, ranging from local evangelism and
520 missions to global and international evangelism and missions.

- 521 a) The Board of Missions shall consist of six ~~(6)~~ members elected for
522 a term of three ~~(3)~~ years, with one-third of the membership elected each
523 year.
- 524 b) Non-voting ex officio members of the Board of Missions shall
525 include a designated representative of the American Baptist Women and the
526 American Baptist Men.
- 527 ~~e) The Board of Missions shall designate a member on the~~
528 ~~Stewardship Committee.~~
- 529 c) The Board of Missions shall:
- 530 1) ~~Unify, promote, and provide general supervision over the~~
531 ~~mission program of the Church in the community and in the world.~~
- 532 2) ~~Acquaint the Church membership with our American Baptist~~
533 ~~mission enterprises, mission fields, and the nature of its work and~~
534 ~~personnel.~~
- 535 1) Evangelism: Promote and provide opportunities to the
536 congregation to engage in community outreach evangelistic ministries,
537 inviting people from the greater Camp Hill community to visit and become
538 members of WSBC.
- 539 2) Evangelism: Working with the Pastors, reach out into the
540 Camp Hill and neighboring communities to draw in the unchurched, and
541 reach out within the Church membership to encourage the faith journey of
542 those not baptized, those not full members, and those no longer active.
- 543 3) Evangelism: Provide bridge opportunities for inter-
544 generational, inter-cultural, and inter-denominational activities.
- 545 4) Evangelism: Work with the Diaconate to encourage and
546 foster the congregation's relationship to and shared ministry with sister
547 churches, including culturally diverse congregations in the local area.
- 548 5) ~~Plan and promote at least two (2) services and/or~~
549 ~~experiences each year relating to local and worldwide Christian concerns~~
550 Ministry: Research, budget, recommend to the congregation, promote,
551 and administer one or two American Baptist related mission trips, local,
552 national and/or international in which members and friends of WSBC may
553 participate.
- 554 6) Ministry: Provide leadership for program mission education,
555 involvement and support for local, regional, national and international
556 mission opportunities. This effort will include promoting American Baptist
557 missions stewardship efforts established by ABCOPAD and setting goals
558 for WSBC annual Missions offerings.
- 559 7) Ministry: Act as a "clearing house" for all requests for
560 funding community services or world mission projects, referring such
561 requests to the Board of Trustees with recommendations and make
562 recommendations to the Board of Trustees for action.
- 563 8) Ministry: Encourage financial support of world missions and
564 community ministries by establishing a mission budget to be submitted
565 annually to the Finance Committee for approval by the congregation.

566 8) — Strive to become aware of conditions (moral, spiritual, and
567 otherwise) in our area as opportunities for involvement in suitable
568 ministries of concern and compassion.

569 9) Ministry: Guide the congregation in ministries of social
570 action and compassion, either locally or regionally, in helping the hungry,
571 the homeless, other persons and other groups with special needs.

572 7) — Set financial goals for and promote participation in the
573 annual mission offerings of our denomination.

574 D. Standing Committees

575 The Advisory Council may, from time to time, appoint and convene committees
576 for the purpose of nominating, auditing, bylaws, or other functions as deemed
577 necessary. Each committee shall have a defined objective and time line and shall
578 report to the Advisory Council no less than semiannually.

579 1. General Provisions

580 a) — ~~The Standing Committees of the Church shall be the Nominating~~
581 ~~Committee, Auditing Committee, Music Committee, By-laws Committee,~~
582 ~~Nursery/Child Care Committee, Kitchen Committee, Pastoral Relations~~
583 ~~Committee, Technology Committee and the Stewardship Committee.~~

584 b) — ~~Elective members of Church Committees shall be elected annually~~
585 ~~at the October Quarterly Business Meeting for a term of one (1) year. Each~~
586 ~~committee member may serve up to three (3) consecutive terms.~~

587 c) — ~~Committee members shall assume office in January of the year~~
588 ~~following the election.~~

589 d) — ~~Members of Church committees shall be members of the Church.~~

590 e) — ~~Each committee shall select a chairperson and other officers as~~
591 ~~required from among the members of the group.~~

592 f) — ~~A quorum shall be the majority of the members of a committee.~~

593 g) — ~~Each committee shall meet as often as required to effectively~~
594 ~~conduct business. Each committee shall keep accurate records of its activities.~~
595 ~~A copy of these records shall be filed in the Church office.~~

596 h) — ~~A written report shall be presented at each Quarterly Business~~
597 ~~Meeting.~~

598 i) — ~~Removal from Office. The Church has the power for good and~~
599 ~~sufficient cause, to remove any committee member after recommendation by the~~
600 ~~Advisory Council and majority vote of the congregation.~~

601 j) — ~~Resignation of a committee member shall be in writing to the~~
602 ~~committee chairperson, and the chairperson of the responsible board (or~~
603 ~~Advisory Council).~~

604 k) — ~~All records and pertinent material shall be passed on to a~~
605 ~~committee member's successor.~~

606 2. Nominating Committee

607 a) — ~~The Nominating Committee shall consist of seven (7) members: a~~
608 ~~representative of each Board and three (3) members of the congregation who are~~
609 ~~not currently serving on any Board or Standing Committee.~~

610 b) ~~— The Nominating Committee shall:~~

611 1) ~~— Be familiar with the job descriptions and duties of all officers,~~
612 ~~boards, and committees of the Church.~~

613 2) ~~— Share that understanding with prospective candidates and~~
614 ~~determine their willingness to serve.~~

615 3) ~~— Prepare and retain a list of names of persons to fill all~~
616 ~~offices, boards, and committees (except the Pastorate), including~~
617 ~~unexpired terms of vacated positions. This list should be prepared for the~~
618 ~~October Business Meeting.~~

619 4) ~~— Nominate candidates in such a way that the membership of~~
620 ~~committees and boards is a representative cross section of the~~
621 ~~congregation with regard to age, sex, length of membership, etc.~~

622 5) ~~— Make a special effort to change the personnel of the various~~
623 ~~elective positions so as to afford as many persons as possible an~~
624 ~~opportunity to participate in the work of the Church.~~

625 6) ~~— Although the Nominating Committee may consider persons~~
626 ~~suggested by the boards and committees themselves, they are in no way~~
627 ~~obligated to nominate those persons.~~

628 c) ~~— The Nominating committee shall report to the Advisory Council.~~

629 3. ~~— Auditing Committee~~

630 a) ~~— The Auditing Committee shall consist of three (3) members of the~~
631 ~~congregation. None of the members shall be fiscal officers or members of the~~
632 ~~Board of Trustees.~~

633 b) ~~— Auditing of the Church financial records shall be conducted at least~~
634 ~~annually by the Auditing Committee.~~

635 c) ~~— The Auditing Committee shall:~~

636 1) ~~— Examine and verify the books of all fiscal officers of the~~
637 ~~Church, including the Fellowship Fund.~~

638 2) ~~— Submit a written report of the same to the Church at the~~
639 ~~Annual Business Meeting.~~

640 3) ~~— An audit may be performed more often than annually, if~~
641 ~~deemed necessary.~~

642 4) ~~— Any recommendations concerning accounting methods shall~~
643 ~~be made in writing to the Board of Trustees.~~

644 5) ~~— At the discretion of the Board of Trustees, the annual audit~~
645 ~~shall be conducted by a disinterested professional service.~~

646 d) ~~— The Auditing Committee shall report to the Advisory Council.~~

647 4. ~~— Music Committee~~

648 a) ~~— The Music Committee shall consist of three (3) elected members of~~
649 ~~the congregation and one (1) ex officio member. The three (3) elected members~~
650 ~~shall consist of two (2) non-choir members and one (1) choir member. A member~~
651 ~~of the Board of Trustees, designated by them, shall serve as the ex officio~~
652 ~~member.~~

653 b) ~~— The Music Committee shall:~~

654 1) — ~~Make recommendations to the Board of Trustees concerning~~
655 ~~selection, supervision, dismissal, and replacement of all persons~~
656 ~~employed in the ministry of music of the Church.~~

657 2) — ~~Make recommendations concerning the maintenance, repair,~~
658 ~~and tuning of the Church musical instruments.~~

659 3) — ~~Meet regularly with the Pastors, Diaconate Worship~~
660 ~~Committee, and the music staff to assure that music programs are~~
661 ~~consistent with the overall spiritual purposes of the Church.~~

662 4) — ~~Prepare and present a budget to the Finance Committee~~
663 ~~annually.~~

664 c) — ~~The Music Committee shall report to the Diaconate.~~

665 5. — ~~By-laws Committee~~

666 a) — ~~The By-laws Committee shall consist of three (3) members.~~

667 b) — ~~The By-laws Committee shall:~~

668 1) — ~~Consider all by-laws recommendations presented to it by~~
669 ~~any officer, board, committee, or by the Church, as a result of action at~~
670 ~~any Business Meeting.~~

671 2) — ~~Maintain a continuous scrutiny of the by-laws of the Church~~
672 ~~with the objective of keeping them up to date, adequate, and editorially~~
673 ~~correct.~~

674 3) — ~~After review by the Advisory Council, submit to the Church~~
675 ~~for action any proposed amendments to the by-laws which it deems~~
676 ~~advisable, as a result of study originating under either item “5. b) 1)” or “5.~~
677 ~~b) 2)” above.~~

678 c) — ~~The By-laws Committee shall report to the Advisory Council.~~

679 6. — ~~Nursery/Child Care Committee~~

680 a) — ~~The Nursery/Child Care Committee shall consist of three (3)~~
681 ~~members.~~

682 b) — ~~The Nursery/Child Care Committee shall:~~

683 1) — ~~Recruit and schedule persons as needed to provide child~~
684 ~~care during worship services and meetings of the Church.~~

685 2) — ~~Be responsible for providing and maintaining appropriate~~
686 ~~educational equipment and supplies for child care.~~

687 c) — ~~The Nursery/Child Care Committee shall report to the Board of~~
688 ~~Christian Education.~~

689 5. — ~~Kitchen Committee~~

690 a) — ~~The Kitchen Committee shall consist of three (3) members.~~

691 b) — ~~The Kitchen Committee shall:~~

692 1) — ~~Schedule the use of the kitchen by groups within the Church~~
693 ~~and by outside organizations or individuals, subject to the Board of~~
694 ~~Trustees’ approval.~~

695 2) — ~~Be responsible for the maintenance of the kitchen and its~~
696 ~~contents.~~

697 c) — ~~The Kitchen Committee shall report to the Board of Trustees.~~

698 8. ~~Pastoral Relations Committee (See Article VII, Section B)~~

699 9. ~~Stewardship Committee~~

700 a) ~~The Stewardship Committee shall consist of six (6) members: one~~
701 ~~each appointed by the four Boards, the Financial Secretary, and one at-large,~~
702 ~~elected by the congregation.~~

703 b) ~~The Stewardship Committee shall:~~

704 1) ~~Educate the congregation about proper stewardship of time,~~
705 ~~talents and financial commitment.~~

706 2) ~~Determine methods of obtaining commitments from~~
707 ~~individual members of their time, talents and finances.~~

708 3) ~~Work in cooperation with Pastors and other leaders to meet~~
709 ~~any church needs in the area of stewardship.~~

710 4) ~~Report to the Board of Trustees.~~

711 6. ~~Technology Committee~~

712 a) ~~The Technology Committee shall consist of four (4) members: a~~
713 ~~member of the Diaconate, designated by them; a member of the Board of~~
714 ~~Trustees, designated by them; one member of the permanent church staff; and~~
715 ~~one elected member at large.~~

716 b) ~~The Technology Committee shall:~~

717 1) ~~Review requirements, recommend, and approve all~~
718 ~~technology acquisitions within the technology budget.~~

719 2) ~~Establish operating policies related to technology resources~~
720 ~~of the Church.~~

721 3) ~~Define requirements and approve technology based services~~
722 ~~and applications to be delivered.~~

723 4) ~~Serve as a resource to the staff, other boards, and~~
724 ~~committees of the Church in areas relating to:~~

725 (a) ~~The application of technology in the worship services~~
726 ~~and ministries of the Church, and in the Church offices.~~

727 (b) ~~Definition and development of Internet web content~~
728 ~~and Internet based services.~~

729 c) ~~The Technology Committee shall report to the Advisory Council.~~

730 E. Teams

731 1. General Provisions

732 a) Teams are composed of men and women selected to serve
733 according to their passions and gifts. They must be full or associate members
734 and friends of the church who are committed and contributing to the vision and
735 values of the Church.

736 b) Teams may be defined by Pastors, the Advisory Council, Boards,
737 or other church members and presented to the Board responsible for that area of
738 ministry identified by the Team definition. The Teams are formed by one or more
739 (should areas of ministry overlap) boards to accomplish a specific task, ministry,
740 or objective within or for the Church. One Board shall be designated the primary
741 Board to which the Team shall report.

742 c) Upon formation a Team shall establish with, and obtain approval
743 from their primary Board:

744 1) Goal(s), scope, and statement of purpose, which shall relate
745 to the Church's strategic plan.

746 2) Budget.

747 3) Anticipated schedule and duration, and

748 4) Team members and structure.

749 d) Teams are anticipated to be ad hoc in nature and of relatively short
750 duration to develop leadership, encourage diverse fellowship, and execute team
751 based ministry within the Church. As such, a Team shall require approval from
752 its primary Board annually for goal(s) and purpose, budget, schedule, and
753 membership. The annual approval shall occur on or about September 1 to
754 facilitate the church budget process, but teams may be created during the year
755 as requirements of the church dictate.

756 e) Teams consist of as many members as are required to perform
757 their task or objective with at least one member from the Board to which the
758 Team reports.

759 f) Each Team shall meet as often as required to effectively conduct
760 business. Each Team shall keep accurate records of its activities and report to
761 the primary Board routinely as required by the Board. Each Board will in turn
762 report to the Advisory Council at least semiannually on its team activities.

763 g) The primary Board may for good and sufficient cause by majority
764 vote remove any team member or disband the Team after recommendation by
765 the Advisory Council.

766
767 **VII. Pastorate**

768 A. Pastor, Associate Pastor, Assistant Pastor(s)

769 1. Selection

770 The Pastor(s) shall be chosen upon recommendation of the Pulpit Committee and
771 elected by written ballot of the Church membership at a special meeting. Notice of the meeting
772 and its purpose shall be read from the pulpit on two successive Sundays, and written notice
773 given to the membership by mail. An affirmative vote of three-fourths of qualified members
774 present, provided that twenty-five percent of the membership is present and voting, shall be
775 necessary to extend a call.

776 2. Qualifications

777 a) The Senior Pastor shall be an ordained Baptist minister, believing
778 in and preaching the Gospel of Jesus Christ and cooperative with the purpose
779 and program of the American Baptist Churches, U.S.A.

780 b) The Associate Pastor and the Assistant Pastor(s) shall be
781 ministers, believing in and preaching the Gospel of Jesus Christ and cooperative
782 with the purpose and program of the American Baptist Churches, U.S.A.

783 3. Responsibilities of the Senior Pastor

784 The Senior Pastor shall:

785 a) Be charged with the spiritual welfare of the congregation.

786 b) Preach the Gospel, administer the ordinances, promote
787 evangelism, and be in charge of the services of public worship.

788 c) Carry out a program of Pastoral visitation.

789 d) Coordinate the duties of the other staff pastors.

790 e) Supervise and evaluate the staff employees in consultation with the
791 Board of Trustees.

792 f) ~~By virtue of the office, be an~~ Be a non-voting ex officio member of
793 all boards and committees of the Church.

794 4. Responsibilities of the Associate and Assistant Pastor(s)

795 The Associate and Assistant Pastor(s) shall:

796 a) Be charged with the spiritual welfare of the congregation.

797 b) Preach the Gospel, administer the ordinances, promote
798 evangelism.

799 c) Participate in a program of Pastoral visitation.

800 d) ~~By virtue of the office, be an~~ Be a non-voting ex officio member of
801 all boards and committees of the Church.

802 e) In the absence of the Senior Pastor, take direction from the
803 Advisory Council.

804 f) Assist the Pastor in carrying out the duties of the Pastorate
805 pursuant to the description of duties approved by the Advisory Council.

806 5. Accountability

807 a) The Pastor(s) shall annually develop ministry goals and objectives
808 with the assistance of the Diaconate. They shall be reviewed and adjusted as
809 appropriate.

810 b) The Pastor(s) shall present a report to the membership at the
811 Annual and Quarterly Business Meetings.

812 c) They will be accountable to the Board of Trustees in particular and
813 the membership in general for activities or transactions involving personnel
814 management, monies, property, or facilities belonging to the Church.

815 d) They will be subject to periodic review of job performance, personal
816 conduct, professional development, and compensation adjustment (within budget
817 established by the congregation) by the Board of Trustees.

818 6. Termination

819 a) **The Pastor(s) shall annually develop ministry goals and**
820 **objectives with the assistance m** thirty (30) days written notice by either the
821 Pastor or the Church through the Church Clerk.

822 b) Termination of a Pastor by the Church shall be voted on at a
823 Special Business Meeting, after its purpose is announced from the pulpit on two
824 successive Sundays and written notice given to the membership by mail. An
825 affirmative vote by written ballot of a majority of members present is required for
826 termination, providing those present are not less than thirty five percent of the
827 total Church membership.

828 B. Pastoral Relations Committee

829 1. Selection

830 The committee shall consist of six ~~(6)~~ members, each serving one three ~~(3)~~ year term.
831 One ~~new~~ member shall be appointed by each of the ~~four (4)~~ boards and two ~~(2)~~ at-large-
832 members elected by the congregation. After completion of a term, a member may not serve for
833 a period of at least two ~~(2)~~ years.

834 2. Qualifications

835 a) Members nominated for the committee should possess sensitivity,
836 discretion, maturity, and understanding.

837 b) They shall be active members of the Church for at least one ~~(1)~~
838 year.

839 3. Responsibilities

840 The Pastoral Relations Committee shall:

841 a) ~~Endeavor to strengthen~~ View its mission as one of strengthening
842 the relationship between the pastor(s) and the congregation by acting as liaison
843 for both parties.

844 b) Meet with the pastor(s) at least twice each year; ~~at least once a~~
845 ~~year reviewing the pastors' compensation requirements to establish open, fruitful,~~
846 ~~and candid lines of communication.~~

847 c) ~~Counsel with the Pastors regarding their continuing education~~
848 ~~program.~~

849 d) ~~c) Promptly, tactfully, and honorably~~ deal with any problem arising
850 between a Pastor and member(s) of the congregation, ~~taking care to encourage~~
851 ~~adequate disclosure and development of information on all sides while respecting~~
852 ~~to the extent possible confidences revealed.~~ If they are unable to resolve the
853 matter after prayerful consideration, they shall forward it to the Advisory Council
854 for a recommendation to ~~either the Board of Trustees or~~ the congregation ~~as~~
855 ~~warranted.~~

856 C. Pulpit Committee

857 1. Selection

858 When a pastoral vacancy is anticipated, a committee of seven ~~(7)~~ active church
859 members, nominated by the Advisory Council, shall be elected at any regular or special
860 business meeting. If the nominees are members of any Boards or Standing Committees, they
861 may be relieved of these obligations until the new Pastor is installed.

862 2. Qualifications

863 Nominees must have at least a year of active Church membership and represent a
864 cross section of the congregation.

865 3. Responsibilities

866 The Pulpit Committee shall:

867 a) Consult with the Area Minister of the American Baptist Churches of
868 Pennsylvania and Delaware for recommendations of possible candidates.

869 b) Investigate the merits of each candidate regarding personal
870 character, education, ministerial background, and preaching ability.

871 c) Recommend to the Church a suitable person based on a
872 unanimous decision by the committee.

873 d) Present only one candidate to the Church at a time.

- 874 4. Accountability
875 The committee will keep the congregation informed of its progress.
876 5. Termination
877 The Pulpit Committee shall be dissolved after the installation of a new Pastor.
878

879 **VIII. Elections**

880 A. Time

881 Election of Officers, Boards and Standing Committees shall be held during the Quarterly
882 Business Meeting of the Church in October.

883 B. Qualifications of voters

884 1. All matters pertaining to the purchase, sale, or mortgage of real property
885 shall be voted on only by members who are at least eighteen (18) years of age and are
886 full members of the Church.

887 2. On all other matters, members in good standing are entitled to vote,
888 except as noted in Article V, Section B.2.

889 C. Nominations from the membership

890 At the October Quarterly Business Meeting it shall be the privilege of any member
891 present and qualified to vote, to place in nomination the name of any qualified, eligible, and
892 willing person for any elective office.

893 D. Vacancies

894 Vacancies occurring during the year shall be filled for the unexpired term by election at
895 any Business Meeting. The Nominating Committee shall present nominees for any such
896 vacancies.
897

898 **IX. Meetings**

899 A. Worship Services

900 1. The Church shall meet regularly each Lord's Day for worship and the
901 preaching of the Gospel. Provision shall be made for the meetings of the Church school
902 and fellowship groups.

903 2. The ordinance of the Lord's Supper shall be observed by the Church on
904 the first Lord's Day of each month.

905 3. Any service of the Church may be temporarily changed or omitted, by
906 action of the Diaconate and the Pastors.

907 B. Business Meetings

908 1. The Annual Meetings shall be held on the third Sunday in January for the
909 purpose of receiving annual reports, adoption of the budget and transaction of such
910 other business as is proper to come before this meeting.

911 2. Quarterly Business Meetings may also be held on the third Sundays of
912 April, July, and October or at such times as the Advisory Council may determine.
913 Therefore, unless there is urgent business, the only business meeting would be the
914 Annual Meeting. If no Quarterly Meeting is held, the chairperson of each Board,
915 Financial Secretary and Treasurer shall make written reports available to the
916 congregation by the date the meeting would have taken place. The Pastorate, any other
917 Officers or Standing Committees may also provide written reports if necessary.

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C. Special Business Meetings

1. Special Business Meetings may be called at any time by the Moderator, by the Pastor(s), or, upon written request of twenty members of the Church, by the Church Clerk, upon written request of twenty (20) members of the Church.

2. Notice of a special meeting and the purpose for which it is being called shall be given from the pulpit at least two successive Sundays in advance of the date of the meeting and by written notice to the membership by mail.

3. A Special Business Meeting shall be required to buy, sell, mortgage, lease, or transfer any real property. Real estate transactions shall require a vote of three-fourths of the members present, provided there is present thirty-five percent of the Church membership, except as noted in Article V, Section B.2., and Article VIII, Section B.

4. A Special Business Meeting shall be required to call or terminate a Pastor.

D. Quorum

1. At Business Meetings and Special Business Meetings, a quorum shall consist of 20% of the membership of the Church, unless otherwise specified in these By-laws.

2. If a quorum is not present at any properly called business meeting, both old and new business may be considered and voted on with the following provisions:

a) Any action taken by such a meeting shall be ~~announced on the Church bulletin board~~ published in the Church Bulletin for two (2) consecutive Sundays.

b) If said action is not challenged for twenty (20) days, it shall become a confirmed action.

c) If an action is challenged by any member of the Church by written notice to the Church Clerk and Moderator, that action shall be tabled to be considered again at the next Business Meeting at which a quorum is present.

X. Church Year

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

XI. Amendments

A. These By-laws may be amended at a regular or special business meeting of the Church by a three-fourths vote of the members present.

B. Notice of such amendment, stating the proposed change, shall have been given from the pulpit on two successive Sundays and by written notice to the membership by mail.

XII. Rules of Order

The rules contained in "Robert's Rules of Order. Revised" shall govern the business proceedings of this Church in all cases where they are not inconsistent with these By-laws.

Note: The masculine gender, as used in these By-laws, denotes either sex.