



BEREAN BAPTIST CHURCH  
DOCTRINAL STATEMENT,  
CONSTITUTION, BYLAWS, AND  
POLICIES

Amended November 2015

1400 Greenview Drive, Lynchburg, Va. 24502



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## **BEREAN BAPTIST CHURCH DOCTRINAL STATEMENT**

### **1. The Bible**

We believe that the Scriptures of the Old and New Testaments are verbally inspired by God and are completely inerrant in the original writings. They are the supreme standard for doctrine and belief.

The Scriptures are the final authority in all matters of practice and on any other subjects they address.

2 Timothy 3:16; 2 Peter 1:19-21; Psalm 119

### **2. The Triune God**

We believe in one God existing in three persons, the Father, the Son, and the Holy Spirit, Who are eternal, co-existent, and co-equal in all Their attributes.

Genesis 1:1; John 1:1; John 10:25-30, 38; John 14:16, 17

### **3. God the Father**

We believe that God the Father gave His only begotten Son, Jesus Christ to become our only means of salvation. We believe that God the Father is sovereign, and that He hears and answers prayer.

John 3:16; 6:37-39; John 8:42; Acts 4:10; Galatians 4:4-7; Ephesians 1:15-23

### **4. God the Son**

We believe that Jesus Christ is perfect God and perfect man. He is the creator and sustainer of all things. He was begotten of the Holy Spirit and born of a virgin. After living a sinless life. He was condemned and crucified on Calvary's cross to bear the sins of the world. He was buried and rose again from the dead on the third day as man's only Savior. He is coming again to take all believers in a pre-tribulational rapture at the end of this age. He now sits at the right hand of God the Father as our High Priest and Advocate. Matthew 1:19, 20; Philippians 2:6-8; John 1:1, 2; 1 Peter 2:24-25; 3:18; Acts 4:12; 1 Thessalonians 4:13-18; 1 Corinthians 15:51-52; Hebrews 4:14-16

### **5. Holy Spirit**

We believe that the Holy Spirit regenerates each believer at conversion, then seals and indwells the believer forever. He convicts the world of sin, to righteousness and judgment to come.

John 16:7; 1 John 2:27; 1 Corinthians 2:13; Ephesians 4:30; John 10:9-10; 2 Corinthians 6:16; Romans 8:9-11

### **6. Satan**

We believe that Satan, the devil, is a fallen angel of great power, and that he took some angels, who are now demons, with him at his fall. He is completely evil and tempts all men to sin against God. He will be cast into the lake of fire at his final end.

Ephesians 6:12; Isaiah 14:12-14; John 8:44; 2 Peter 2:4; Jude 6; Revelation 20:1

## **7. Mankind**

We believe that Adam, the first man, was created in the image of God and that he sinned by disobedience, thereby incurring physical and spiritual death. All persons are born sinners in thought, word, and deed, and in need of a Savior. Once a person puts his trust and faith in the Lord Jesus Christ he is “born again” and enjoined in Christ to grow in grace, sanctifying and separating himself from all worldly snares. Once a person is born again, he is a new creation and has everlasting life.

Genesis 1:26-27; Romans 5:10-23; 6:23; Isaiah 53:6; 55:7; Matthew 12:36; 2 Corinthians 6:17-18; 1 Thessalonians 3:12; 2 Timothy 3:14-17; 2 Peter 3:18

## **8. Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably created the human race in two genders: male and female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the normative teaching of the Bible on marriage is that a marriage is to be the uniting of one man and one woman in a single, exclusive union (Gen. 2:18-25).

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Berean Baptist Church as the local Body of Christ, and to provide a biblical role model to the Berean’s members and the community, it is imperative that all persons employed by Berean in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.)

## **9. Abortion**

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life.

Abortion is murder. We reject any teaching that elective abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental/physical well-being of the mother is acceptable.

Exodus 21:22-23; Job 3:16; Psalm 51:5; 139:14-16; Isaiah 44:24; 49:1, 5; Jeremiah 1:5; 20:15-18; Luke 1:44

## **10. The Church**

We believe that the Holy Scriptures teach that the Church of Jesus Christ was inaugurated at Pentecost and must be considered in two aspects: 10.1. The local Church, which is an autonomous congregation of baptized believers, is associated by a covenant of faith and in the fellowship of the gospel. The local Church is to observe the ordinances of Christ, be governed by His Word, and exercise the gifts invested in believers by God. The local Church is also to worship, pray, evangelize the world, educate its members, and fellowship in Christ. 10.2. The Church as the body of Christ is the entire company of believers in Christ.

Acts 2:41-42; Ephesians 1:22-23; Hebrews 12:22-24

## **11. Church Ordinances**

We believe in two Church ordinances that are to be observed by the congregation: A-3 11.1. Believers are to be baptized by immersion in water. 11.2. The Lord's Supper commemorating Christ's death shall be observed regularly till He comes. Self-examination and worship shall characterize the observance of this ordinance.

Romans 6:2-8; Colossians 2:12; 1 Corinthians 11:23-30

## **12. The Great Commission**

We believe that the supreme task for the Church, through the equipping of the saints, should be the evangelization of the world in obedience to the Great Commission of the Lord Jesus Christ, given before He ascended to the Father.

Matthew 28:18-20; Mark 16:15-16; Luke 24:45-47; Acts 1:8

## **13. Civil Government**

We believe that all Christians should obey the officials of the government and the laws of their country, as those appointed by God for the protection of all and the punishment of evildoers. The only exception to this would be when these officials or laws conflict with the relationship between God and the believer. We are admonished to pray for our rulers.

Ezra 7:26; Matthew 22:21; Romans 13:1-7; 1 Peter 2:13-17; 1 Timothy 2:1-2

## **14. Final Things**

We believe that Christ's return is imminent and that the Church will be raptured prior to the tribulation period. After the tribulation, Christ will reign on earth for one thousand years before the lost will be judged at the Great White Throne. Then Christ will be with His people throughout all eternity.

1 Corinthians 15:51-52; Philippians 3:20-21; 1 Thessalonians 4:13-18, 5:1-11; 2 Thessalonians 2:1-12; Revelation 20:1-15



# BEREAN BAPTIST CHURCH CONSTITUTION

## 1. Name

The body of Christians constituting this Church shall be known as Berean Baptist Church of Lynchburg, Virginia.

## 2. Preamble

We, the members of Berean Baptist Church of Lynchburg, Virginia do ordain and establish the following articles to which we voluntarily submit ourselves.

## 3. Covenant

### *COVENANT OF GOALS AS WE LEARN TO WALK IN THE SPIRIT*

Having been led individually by the Spirit of God to receive as our Savior the Lord Jesus Christ, in whose blood and righteousness alone we trust as the ground of our redemption; and having been buried with Him in baptism in the likeness of His death, and raised in the likeness of His resurrection to walk in newness of life; and having been thus united to His visible Church, we do now most solemnly and joyfully enter into covenant with one another as one body in Christ. We shall endeavor by the power of the Holy Spirit to love one another as brethren in the Lord; that we will exercise Christian care and watchfulness one for another, bearing one another's burdens and thus fulfilling the law of Christ. We covenant that we will not forsake the assembling of ourselves together in the house of the Lord but will regularly attend its services unless providentially hindered; that we will pray and labor for its doctrines, its ordinances, and its discipline; that we will contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations; that we will earnestly and actively endeavor to win our kindred and others to our Savior, realizing that apart from Him there is no hope; and that He has left us in the world as His "ambassadors" in His name to "seek and to save the lost." We shall endeavor by the power of the Holy Spirit to maintain family and personal devotions, to educate our children biblically, to walk circumspectly in the world, to be just in our dealings, to be faithful in our engagements, and to be exemplary in our deportment. We shall look to the indwelling Spirit of God to enable us to discern through the Word of God when an activity or practice hurts our testimony, and we shall avoid doing anything that puts a stumbling block or an occasion to fall in another's way. We shall endeavor to watch over one another in brotherly love, to remember each other in prayer, to aid each other in sickness and in distress, and to be slow to take offense but always ready for reconciliation, securing it without delay in accordance with the guidelines set down by our Savior. Moreover, we 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 purpose to pursue the daily power of the Holy Spirit in order to live the victorious Christian life, and to avoid the fleshly extremes of legalism on the one hand and license to sin on the other. "But now, by dying to what once bound us, we have been released from the law so that we serve in the new way of the Spirit, and not in the old way of the written code" (Romans 7:6 NIV).

#### **4. Purpose**

The objectives of this Church are:

- a. To glorify God in all things.
- b. To make the Gospel known to all people by every scriptural means available.
- c. To instruct, edify, and strengthen Christian believers, and to prepare them for effective Christian service.
- d. To promote Christian work among young people.
- e. To support missionaries and missionary work at home and abroad.
- f. To undertake other forms of Christian service as the Lord may lead.
- g. To provide for the ministry of the written Word week by week, and to observe faithfully the ordinances of Baptism and the Lord's Supper.
- h. To accept contributions, offerings, bequests, legacies, and other forms of giving, and to administer all such funds for the support and maintenance of the Church and its purposes.

#### **5. Our Motto**

“The Lord our God is one Lord; and thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength... Thou shalt love thy neighbor as thyself”  
(Mark 12:29-31).

#### **6. Membership**

All persons desiring membership in Berean Baptist Church shall complete a membership class and be interviewed by the Pastor(s) and Deacons. Individuals upon reaching their eighteenth birthday shall be granted voting privileges after completing the membership class. They shall give testimony to the following:

- a. Their personal faith in Christ as Savior and Lord.
- b. Their agreement with the Doctrinal Statement and Constitution of the Church.
- c. Their support of the Pastor(s) and leaders of the Church.
- d. Their personal involvement in the ministry of the Church by participation, prayer, and financial support.
- e. Their participation in baptism by immersion subsequent to salvation.

Upon the recommendation of the Pastor(s) and Deacons the candidate shall be approved by a vote of the membership as a member at a worship service. The former Church of any new member shall be notified that said member has requested membership at Berean Baptist Church. A letter of recommendation may be requested concerning their membership standing. Members desiring to unite with other Churches of like faith, doctrine, and practice may request a letter from Berean stating their membership standing.

#### **7. Church Government**

The government of this Church is vested in its qualified members. Neither the Pastor(s), nor elected officers, nor any outside organizations or influences shall control the operation of this Church or any of its subsidiary organizations. Active voting members present at any regular or special meeting will constitute a quorum for the transacting of

Church business. A majority of the members present, 18 years of age or over, will determine all issues unless otherwise stated in this Constitution.

7.1. Time and Place of Business Meetings

The annual business meeting will be conducted during the second full week in September, with additional meetings at the discretion of our Pastor(s) or Deacons. The time and place of all business meetings must be announced at all services one full week (seven calendar days) prior to the meeting.  
The parliamentary procedure of a meeting is Robert's Rules of Order, Revised.

7.2. Nomination of Church Officers

Prior to the annual business meeting in September the Pastor(s) and Deacons shall solicit nominations from the congregation for various offices that are vacant. They shall determine the availability, eligibility, and suitability of each nominee for a particular office and present a slate of nominees for election. Nominations shall not be taken from the floor.

**8. Church Officers**

The regular Church officers shall be Pastor, Associate Pastor, Deacons, Property Managers, Church Clerk, Educational Director, Treasurer, Missions Director, Music Director, and additional officers as needed.

8.1. Pastor

The Pastor is the spiritual leader of the Church. He is preeminently a teacher of the Word of God. He must be well grounded in the truths of God's Word. He shall safeguard the Church's testimony from all teachings contrary to the Doctrinal Statement. He shall teach the Word, shepherd the flock, build up the saints, evangelize the lost, and preside at the administration of the ordinances. In all social, business, and spiritual conduct he shall live above reproach as an example to the flock. In every way he shall seek to promote the spreading of the Gospel.

8.1.1. Calling a Pastor

See Bylaws section.

8.2. Associate Pastor

See Bylaws section.

8.3. Deacons

The Deacons shall consist of spiritually qualified men and be elected at a duly called business meeting of the Church by a majority vote of the membership in attendance and voting. The nominees shall be examined by the Deacons and the Pastor(s), and qualified candidates will be submitted to the membership for approval. The Deacons shall assist the Pastor(s) in the spiritual oversight of the Church. They shall also minister to the needs of the Church. The Deacons shall also serve in the official capacity as "Trustee" as set forth by the Commonwealth of Virginia. They have no power to buy, sell, mortgage, lease, or transfer any real property without the vote of the Church authorizing each action. They shall sign legal papers as needed and directed by the Church.

The qualifications for Deacons shall be those set forth in 1 Timothy 3:8-13.

See Bylaws section.

8.4. Property Managers

The Property Managers shall hold in trust the Church property and supervise any change, repair, or general upkeep to Church property.

See Bylaws section.

8.5. Church Clerk

The Church Clerk shall keep an accurate and detailed record of the proceedings, including attendance, at all business meetings, and shall be the custodian of such permanent records. The Clerk shall keep an accurate record of all baptisms, marriages, deaths, and Church membership rolls. The Clerk shall handle all official correspondence.

See Bylaws section.

8.6. Educational Director

The Educational Director shall oversee all the Church educational ministries.

See Bylaws section.

8.7. Treasurer

The Treasurer shall keep a record of all funds received by and disbursed for the Church. The Treasurer shall pay from these funds all debts incurred by the Church as authorized by the Pastor(s) and Deacons. He shall submit written reports at all regular Church business meetings at the request of the Pastor(s) and Deacons.

See Bylaws section.

8.8. Music Director

The Music Director shall be in charge of the music program of the Church, and be responsible to the Pastor(s).

See Bylaws section.

8.9. Missions Director

The Missions Director shall assist the Pastor(s) in administering the missions program of the Church.

See Bylaws section.

**9. Church Discipline**

The purpose of Church discipline is to restore a sinning believer to fellowship both with Christ and with the local Church. It is to be carried out in love, meekness, and humility, but with the determination to see the goal met. The biblical pattern to be followed is:

- a. A member who becomes aware of known sin should lovingly confront that one, seeking his repentance and restoration to God (Matthew 18:15);
- b. If the confronted individual does not listen, a witness should accompany a second visit (Matthew 18:16);
- c. If no positive response is gained by the second visit, the Church should be informed and opportunity given the individual for repentance or explanation before making a determination of guilt or innocence;
- d. An individual judged guilty of unrepentant sin shall be dismissed from the Church (Matthew 18:17; 1 Corinthians 5:1-13); and
- e. Steps toward restoration may be taken for those who are repentant (Galatians 6:1).

**10. Amendments**

This Constitution may be amended by two-thirds majority vote of active voting members present and voting in a business meeting of the Church. Any amendment shall be given to the Clerk in writing and shall be presented in writing to the Church at least 30 days prior to the time the vote is taken.

For amendments to the Bylaws see Bylaws section.

**11. Dissolvement**

To dissolve Berean Baptist Church a positive vote of 80% of the active voting membership roll is required. No part of the net assets of the Church shall ever inure to the benefit of any donor, member, director, or officer of the Church or any individual. No donor, member, director, or officer of the Church or any private individual shall be entitled to share in the distribution of any of the Church assets. Upon dissolution, any assets of the Church must be distributed to one or more organizations recognized by the Internal Revenue Service (IRS) as one organized exclusively for religious, charitable, scientific, literary, or educational purposes. These organizations must be scripturally and doctrinally sound and evangelistic in outreach.

# BEREAN BAPTIST CHURCH BYLAWS

## 1. The Meaning of Membership

### 1.1. Membership Through Faith

The incarnation of God in the life, death, and resurrection of Jesus Christ gives to the Church not only its mission but also its understanding of membership. One becomes saved through faith in Jesus Christ. Baptism and public profession of faith in Jesus Christ are the visible signs of entrance into the active membership of the local Church.

### 1.2. Active Membership

Persons may enter into active Church membership in the following ways: by profession of faith, reaffirmation of faith in Jesus Christ, or transfer of letter or certificate from a Church of like faith and practice.

#### 1.2.1. Public Profession of Faith

Persons, who desire to be incorporated in the life of the Church as believers shall do so by making public their profession of faith. They shall receive baptism after appropriate instruction and examination has been made by the Pastor(s) and Deacons. Persons desiring membership shall be required to give testimony to the following:

- a. Their personal faith in Christ as Savior and Lord.
- b. Their agreement with the Doctrinal Statement, Constitution, and Bylaws of the Church.
- c. Their support of the Pastor(s) and all the leaders of the Church.
- d. Their personal involvement in the ministry of the Church by participation, prayer, and financial support.
- e. Their participation in baptism by immersion subsequent to salvation.

Additionally, membership candidates shall be required to complete a membership class that reviews the Doctrinal Statement, Constitution, Bylaws, and other items deemed appropriate by the Pastor(s). The Pastor(s) and/or Deacons shall have responsibility for preparing those who would become members of the congregation. The Pastor(s) and/or Deacons may conduct membership class.

When younger persons reach an age when they are ready to make public their profession of faith, be baptized, and join the Church, the parents, Pastor(s), and Deacons should help them understand the nature of their decision. It is left to the prudence of the Pastor(s) and Deacons to judge, after careful examination, the readiness of those who apply for active membership.

#### 1.2.2. Certificate or Letter of Transfer

Persons who have made a profession of faith and are members of a Church of like faith and practice shall present a letter of transfer to the Pastor(s) and Deacons. Upon giving testimony to agreement of Items a. through e. in Section 1.2.1. of the Bylaws and completion of the membership class, the candidate shall be recommended by the Pastor(s) and Deacons to the Church body. The candidate shall be approved as a member by a majority vote of the membership at a regular Church service.

### 1.2.3. Reaffirmation of Faith

It is sometimes the case that persons who previously made a profession of faith and became active members in a particular Church are unable to secure a certificate of transfer or other evidence of Church membership. After instruction and examination by the Pastor(s) and Deacons, agreement to Items a. through e. in Section 1.2.1. of the Bylaws, and completion of the membership class, these persons shall reaffirm publicly their profession of faith and their acceptance of responsibility in the life of the Church.

### 1.3. Voting Privileges

Active members of the Church shall receive voting privileges after completion of the membership class and a positive vote by the congregation. All voting members must be at least 18 years of age.

### 1.4. The Ministry of Membership

A faithful member accepts Christ's call to be involved responsibly in the ministry of His Church. Such involvement includes:

- a. Proclaiming the good news.
- b. Taking part in the common life and worship of a particular Church.
- c. Praying and studying Scripture and the faith of the Christian Church.
- d. Supporting the work of the Church through the giving of money, time, and talents.
- e. Participation in the decision-making processes of the Church.
- f. Demonstrating new life in Christ.
- g. Serving God through meeting the needs of others.
- h. Living responsibly in one's individual, family, vocational, political, cultural, and social relationships of life.
- i. Working in the community for peace, justice, freedom, and Christian fulfillment.

### 1.5. Inclusiveness

The congregation shall welcome all persons who respond in trust and obedience to God's grace in Jesus Christ and desire to become part of the membership and ministry of His Church. No persons shall be denied membership because of race, ethnic origin, position in life, or any other reason not related to profession of faith. Each member must seek the grace of openness in extending the fellowship of Christ to all believers. Failure to do so violates God's Word and the principles of the Gospel.

### 1.6. Preparation for Membership

#### 1.6.1. Profession by Children

Care shall be taken to prepare believing children for public profession of faith in Jesus Christ. Instruction shall be given by the Pastor(s), Deacons, and/or parents in the meaning of this profession and the responsibilities to follow.

#### 1.6.2. Profession by Adults

Similar instruction shall be given to adults who make a profession of faith. The Pastor(s) and/or Deacons shall determine whether this instruction shall be given before or after the public profession.

### 1.6.3. Reaffirmation, Transfer

Appropriate instruction in accordance with Section 1.2.2. shall be offered by the Pastor(s) and/or Deacons to those who unite with Berean Baptist Church by reaffirmation of faith or by transfer of letter of Church membership.

## 1.7. Review of Membership

### 1.7.1. By the Member

Accepting the privilege and responsibility of membership in the Church is a commitment to Jesus Christ that binds the individual to fulfill the obligations of membership. Members shall regularly review and evaluate the integrity with which they are involved in the ministry of the Church and consider ways in which their participation in the worship and service of the Church may be increased and made more meaningful.

### 1.7.2. By the Pastor(s) and/or Deacons

If the Pastor or Deacons notice that an active member has missed the assembly of the saints for an extended period, the Pastor and/or a Deacon shall attempt to contact the member to encourage reconciliation, renewed attendance, and participation in the ministry of the church as required in sections 3.3.2.4 and 3.3.2.5. Once it has been determined by the Pastoral Staff and Deacons that a member has not upheld their membership duties, a letter shall be sent to the member restating this requirement for membership and their need for involvement. Thirty days after this letter is sent, membership shall be rescinded if the member fails to re-establish relationship with his Berean family through regular attendance and participation.

## 2. Church Government

The local Church carries a vital responsibility in the mission of the Church. Through the local Church, God's people participate in worship, proclamation, sharing the ordinances, evangelism, lifting up one another, visitation, and the physical upkeep of the Church. Without this ministry and support by individuals through prayer, personal service, giving, and other significant ministries, the local Church could not continue to spread the Gospel of Jesus Christ. The government of Berean Baptist Church is vested in its members.

### 2.1. Committee Organization

The Church shall be organized into Committees in order to help the saints carry out the work of the ministry, and thus edify the body of Christ (Ephesians 4:12). There shall be two (2) types of Committees, Temporary Committees and Working Committees.

#### 2.1.1. Temporary Committees

The Pastor(s) and Deacons may appoint and/or dissolve as necessary Temporary Committees to which they may assign special tasks. Once the task is completed, or no longer required, the Committee shall be dissolved. Examples of Temporary Committees are the Constitution Committee, Advance Planning Committee, Audit Committee, Pulpit Committee, Building Committee, etc.



2.1.1.1. Pulpit Committee

The search for a new Senior Pastor shall be the responsibility of the Pulpit Committee. This Temporary Committee shall consist of five individuals who have been members of Berean Baptist Church for at least one year. They shall be appointed by the Pastor(s) and Deacons, and also can be dissolved and/or replaced by the approval of the Pastor(s) and Deacons. The recommendation of this Committee must carry an 80% majority vote before acted upon by the congregation.

2.1.2. Working Committees

The goals of each Working Committee shall be to:

- a. Evaluate Needs
- b. Make Recommendations
- c. Communicate Needs to the Pastor(s) and Deacons
- d. Implement Ideas

The Working Committees shall consist of the following:

2.1.2.1. Christian Education

The Educational Director shall be the Chairman of the Christian Education Committee (CEC). The responsibilities of the CEC shall be:

- a. Sunday School
- b. Nursery
- c. Vacation Bible School
- d. Youth Work
- e. Teacher Training
- f. Church Library
- g. Other Educational Ministries

2.1.2.2. Finance

The Chairman of the Finance Committee shall be the Treasurer of the Church. The responsibilities of the Finance Committee shall be:

- a. Annual Budget
- b. Financial Forecasting
- c. Short/Long Term Planning
- d. Paying Bills
- e. Making Financial Needs Known
- f. Other Financial Functions

2.1.2.3. Outreach

The Chairman of the Outreach Committee shall be the Missions Director. The responsibilities of the Outreach Committee shall be:

- a. Missions Promotion and Emphasis
- b. Promoting Missions Conferences
- c. Visitation
- d. Evangelistic Outreach

2.1.2.4. Building and Grounds

The Building and Grounds Committee shall be chaired by one of the Property Managers. The Property Managers shall be considered members of this Committee. Other members may be selected by the Property Managers. The responsibilities of the Building and Grounds Committee shall be:

- a. Building and Maintenance
- b. Janitorial Services
- c. Work Days
- d. Grounds Upkeep
- e. Recommended Building and Grounds Improvement.

2.1.2.5. Church Fellowship

The Chairman of the Church Fellowship Committee shall be appointed by the Pastor(s) and Deacons. The responsibilities of the Church Fellowship Committee shall be:

- a. Kitchen Management
- b. Weddings
- c. Funerals
- d. Flowers
- e. Fellowship Dinners
- f. Other Special Occasions

2.1.2.6. Ladies Fellowship

The Chairwoman of the Ladies Fellowship Committee shall be elected by its members. The purpose of the Ladies Fellowship Committee is to:

- a. Help women to know God intimately;
- b. Help women to grow and apply the Scriptures in their lives;
- c. Help women learn how to relate to family members and others in the body of Christ;
- d. Teach women to reach out to people outside of the Church's influence; and,
- e. Give opportunities for fellowship and encouragement.

All women of the Church are encouraged to participate.

2.2. Committee Structure

Each Committee shall have as a minimum the following three (3) officers: Chair, Vice Chair, and Church Secretary. Other officers shall be created as each individual Committee sees fit.

- a. A Deacon shall be assigned oversight of, or liaison to, a Committee to provide direction and provide a chain of communication to the Pastor(s) and Deacons. The Deacon need not serve as an officer of the Committee.
- b. The Chair of each Committee shall meet with the Pastor(s) and Deacons on an annual basis to formulate the budget and to discuss future planning of each Committee. The Chair shall submit a written report to the Pastor(s) and Deacons and shall make the report available at the annual budget business meeting.
- c. Each Committee shall meet on a regular basis as needed to perform its duties and responsibilities.
- d. Each Committee shall have a minimum of three members and a maximum of seven. The Committee can seek help from individuals in the congregation to help carry out the duties of the Committee.
- e. Unless specified otherwise, the Chair of each Committee shall be appointed by the Pastor(s) and Deacons. The Chair will specify the persons for the

Committee to be approved by the Pastor(s) and Deacons. The Chair will then ask the individuals if they would like to serve on the Committee.

### **3. Qualifications and Responsibilities of Church Officers**

This section defines the qualifications, responsibilities, election or appointment, and termination of officers at Berean Baptist Church. The elected and appointed officers within the Church are defined in the Constitution under Section 8 entitled “Church Officers.”

#### **3.1. Senior Pastor**

##### **3.1.1. Qualifications**

The Senior Pastor must give evidence of being saved and called to the Gospel ministry, live consistently as a Christian, live within his financial means, and exercise wisdom and discretion. He must not have been divorced, married to a divorced woman, or be guilty of any sexual immorality. He must be judged to meet the criteria set forth for the office of Elder-Bishop-Pastor in 1 Timothy 3:1-7 and Titus 1:6-9. He must be able to sign, without any mental reservation, the Doctrinal Statement, Covenant, Constitution, and Bylaws of Berean Baptist Church.

##### **3.1.2. Responsibilities**

The Senior Pastor shall give spiritual oversight and leadership to the Church, discharging all the functions of the ministry. He shall, with the prayerful support of the Deacons, have oversight of all the religious meetings and spiritual affairs of the Church. He shall preach regularly to the Church and arrange for suitable pulpit supplies when he is absent; administer the ordinances; watch over the membership; supervise the teaching ministry of the Church; and organize and develop the Church for its best possible service for Christ. The Senior Pastor shall perform an annual self-evaluation to be presented to the Deacons as outlined in Section 3.3.2.7. The Senior Pastor shall be a member ex-officio of all Committees and auxiliary organizations of the Church, serving on any as he chooses. He shall act as or appoint the moderator of the meetings of the Church unless otherwise directed by this Constitution or a majority vote of the active qualified members present and voting.

##### **3.1.3. Election**

When the Pulpit Committee has determined that a man is qualified for Senior Pastor, it may establish a time for him to minister to, interact with, and be evaluated by the congregation. Only one candidate shall be considered by the Church at a time. Upon proper notification, a meeting shall be held to vote on the candidate for Senior Pastor. A two-thirds vote of the active qualified members present and casting a vote shall be required for election.

##### **3.1.4. Pastoral Provisions**

The Senior Pastor shall be free to regulate his schedule of duties to accomplish his stated responsibilities. He shall be entitled to an annual vacation of three weeks with full salary. During his fifth and following years he shall receive four weeks vacation. His salary and fringe benefits shall be set at the time of his call. Any

changes in salary or other provisions may be made by a majority vote at any called meeting of the Church after prior recommendation from the Deacons. The salary shall be paid in regular installments, trusting in the Lord's provision.

#### 3.1.5. Term of Office and/or Termination

The Senior Pastor shall be called for an indeterminate term of office. The Pastor may be terminated upon a thirty days' notice by either the Pastor or the Church. This time period may be shortened by mutual consent. The Senior Pastor may be dismissed upon a two-thirds vote of all qualified active members present and voting at a duly announced business meeting of the Church, provided notice of such a motion to dismiss is announced at two successive Sunday services of the Church prior to the meeting. In the event of a Pastoral termination by the Church, thirty days' salary and fringe benefits shall be paid, even if his services are no longer deemed necessary. The Church may extend these salary and fringe benefits for up to an additional thirty days by majority vote.

### 3.2. Associate Pastors

#### 3.2.1. Qualifications

The Associate Pastor must meet the same spiritual, biblical, and doctrinal qualifications as the Senior Pastor (See Section 3.1.1.).

#### 3.2.2. Responsibilities

The Associate Pastor shall give spiritual oversight and leadership to the Church under the direction of the Senior Pastor. His specific job description, though it may be changed from time to time by the Pastor and Deacons, must be presented prior to his initially assuming employment with Berean Baptist Church. His responsibilities may include oversight of various Committees.

#### 3.2.3. Election

The Senior Pastor shall nominate those who will hold the office of Associate Pastor. However, an Associate Pastor must be elected by a two-thirds vote of the active qualified members present and casting a vote at a meeting duly called for the purpose of his election.

#### 3.2.4. Associate Pastoral Provisions

The Associate Pastor shall be free to regulate his schedule of duties subject to the supervision of the Senior Pastor. His salary, vacation, and fringe benefits shall be set at the time of his call. Any changes in salary or other provisions may be made by a majority vote at any called business meeting of the Church after prior recommendation from the Senior Pastor and Deacons. The salary shall be paid in regular installments, trusting in the Lord's provision.

#### 3.2.5. Term of Office and/or Termination

The Associate Pastor shall be called for an indeterminate term of office. The Associate Pastor may be terminated upon a thirty days' notice by either the Associate Pastor or the Church. This time period may be shortened by mutual consent. The Associate Pastor may be dismissed upon a two-thirds vote of all qualified active members present and voting at a duly announced business meeting of the Church. Thirty days' salary and fringe benefits shall be paid, even

if his services are no longer deemed necessary. The Church may extend these salary and fringe benefits for up to an additional thirty days by majority vote.

### 3.3. Deacons

#### 3.3.1. Qualifications

The Qualifications for Deacon shall be those set forth in 1 Timothy 3:8- 13 and exemplified by those chosen in Acts 6:1-6. No person shall be eligible for election to the office of Deacon until they have been an active member of the Church for a period of not less than one year.

#### 3.3.2. Responsibilities:

- 3.3.2.1. The officers of the Deacons shall be Chairman, Vice Chairman, and Church Secretary, which are elected by the other Deacons.
- 3.3.2.2. Each Deacon as far as practical shall be assigned a Committee(s) to oversee. He shall be responsible to report at the monthly meeting of the Deacons the status of his assigned Committee and to provide a line of communications to the Committee Chairs.
- 3.3.2.3. Deacons shall cooperate with the Pastor(s) in promoting the spiritual welfare of the Church, conducting religious services, and administering the ordinances.
- 3.3.2.4. Deacons shall visit the sick, the distressed, and the inactive members of the Church.
- 3.3.2.5. Deacons shall review the Church roll periodically, and, prior to the annual business meeting, in cooperation with the Church Clerk and Pastor(s), determine whether any member should be declared inactive.
- 3.3.2.6. Deacons shall be responsible for the formation and presentation to the congregation of the annual budget in conjunction with the Treasurer. The Deacons shall only be allowed to disburse funds of the Church within the bounds of a congregational approved budget. Any expenditure for a non-budgeted item above \$2,000.00 shall be approved by the congregation.
- 3.3.2.7. Deacons shall meet annually to provide constructive suggestions to the Pastor(s). One week prior to the meeting, the Pastor(s) shall provide a written self-evaluation of his job responsibilities as outlined in Section 3.1.2. of the Bylaws. The purpose of this section is to provide the Pastor(s) positive insight into growth areas. It is not a forum for destructive criticism.
- 3.3.2.8. Annually, each Deacon shall prepare a self-evaluation to be presented to the Pastor(s) and Deacons according to Section 3.3.2.7. of the Bylaws.
- 3.3.2.9. The Deacons and Pastor(s) shall generally meet on a monthly basis to discuss and implement the business of the Church and to formulate recommendations to be presented to the Church membership. Information discussed during any closed session of the Deacons and Pastor(s) shall be confidential.
- 3.3.2.10. A special meeting of the Deacons and Pastor(s) may be called by or at the request of the Pastor(s) or any two Deacons. Such

meeting may be held at the time and place fixed by the person or persons calling the meeting. The person or persons calling a special meeting of the Deacons shall provide notice as to the meeting location, time, and purpose. If the Pastor(s) is not present the minutes of the meeting shall be submitted to the Pastor(s), and that submission shall be recorded in the minutes of the following meeting.

3.3.2.11. A majority of the total number of the Deacons and Pastor(s), shall constitute a quorum for the transaction of business at any meeting of the Deacons.

3.3.2.12. Each year the Deacons shall appoint an Auditing Committee. This Committee shall review the financial records of the Church for the year, and shall report its findings at the annual business meeting.

### 3.3.3. Election

3.3.3.1. The minimum number of Deacons shall be four (4) for an active membership of up to 200. Additional Deacons shall be added to maintain a ratio of one Deacon for every 50 active Church members, provided there are qualified nominees.

3.3.3.2. Any vacancy occurring among the Deacons shall remain until filled by a majority vote of the active membership at a regular or special business meeting. A Deacon elected to fill a vacancy shall be elected for the un-expired term of his predecessor in office.

### 3.3.4. Term of Office and/or Termination

3.3.4.1. Any Deacon who fails to meet the spiritual qualifications of Scripture (see Section 3.3.1. of the Bylaws) or who fails to perform the duties and the provisions of these Bylaws may be removed as Deacon by a majority vote of the Pastor(s) and Deacons at a duly-called Deacons' meeting.

3.3.4.2. A Deacon's term of office shall be one (1), two-year period. He may be reelected to serve two consecutive terms. If a Deacon is filling a vacancy that occurred, that Deacon can be nominated and elected by the congregation when the vacancy period is complete. After two consecutive terms a person is eligible to serve again as Deacon after one year out of office.

## 3.4. Property Managers

### 3.4.1. Qualifications

No person shall be eligible for election to the office of Property Manager until they have been an active member for not less than one year.

### 3.4.2. Responsibilities

3.4.2.1. The Property Managers shall generally meet at least every two months. The Chairman or any two members of the Property Managers may call a special business meeting of the Property Managers by giving notice of the time, location, and purpose of the meeting. A majority of the total number of Property Managers shall constitute a quorum for any Property Managers' meeting.

- 3.4.2.2. The Property Managers shall have the custody and control of all the properties, goods, and revenues belonging to Berean Baptist Church, and shall provide adequate insurance protection for the same. They shall look after the maintenance and material care of all buildings and grounds, superintend the purchase of supplies, and make all material provisions for the house of worship. They shall hire and supervise any custodians, and shall fix their salaries and benefits with the approval of the Pastor(s) and Deacons.
- 3.4.2.3. Funds to be expended by the Property Managers require prior approval of the Pastor(s) and Deacons.
- 3.4.2.4. The Property Managers shall keep an inventory of and maintain Church property and equipment.
- 3.4.2.5. The Property Managers shall submit in writing the minutes of their meetings to the Pastor(s) and Deacons.
- 3.4.2.6. The Property Managers shall have all fire extinguishers serviced annually.

### 3.4.3. Election

- 3.4.3.1. The officers of the Property Managers shall be Chairman, ViceChairman, and Church Secretary, which are elected by the other Property Managers.
- 3.4.3.2. The minimum number of Property Managers shall be three for an active membership of 200 people. Additional Property Managers shall be added at the rate of one Property Manager for every 100 additional active members.
- 3.4.3.3. Any vacancy occurring among the Property Managers, with approval of the Pastor(s) and Deacons, shall be filled by an appointee by the remaining Property Managers, and shall serve until the next annual business meeting. A permanent replacement shall be elected to serve for the remainder of the un-expired term of his predecessor by a majority vote of all qualified and active members present and voting at a duly called business meeting.

### 3.4.4. Term of Office and/or Termination

A Property Manager's term of office shall be one (1) three-year term. After two consecutive terms a person is eligible to serve again as Property Manager after one year out of office. If a Property Manager is filling a vacancy that occurred, he shall be eligible for two (2) additional consecutive terms.

## 3.5. Church Clerk

### 3.5.1. Qualifications

No person shall be eligible for election to the office of Church Clerk who has not been an active member for at least one year.

### 3.5.2. Responsibilities

- 3.5.2.1. The Church Clerk shall keep an accurate and detailed record of the Church proceedings, including attendance at all business meetings, and shall be custodian of such records.

- 3.5.2.2. The Church Clerk shall keep an accurate record of all baptisms, marriages, deaths, and the Church membership rolls.
  - a. The Church Clerk will maintain an active membership roll of all members. This will include all full and associate members.
  - b. The Church Clerk shall maintain a roll of its inactive members. Inactive membership is determined according to Bylaws Section 1.6.2.
- 3.5.2.3. The Church Clerk shall handle and maintain a record of all official correspondence.
- 3.5.2.4. All records shall be typed and stored in a binder suitable for permanent record keeping. Records will be kept in a safe place (i.e., locked filing cabinet).
- 3.5.2.5. Items in Sections 3.5.2.1. and 3.5.2.2. shall be considered public knowledge and may be disclosed to any member upon request. Items such as private correspondence in Section 3.5.2.3. shall not be considered public knowledge and will not be disclosed to any member without the consent of all involved parties.
- 3.5.2.6. At the beginning of each business meeting the Church Clerk will review the active membership roll to determine voting eligibility.

### 3.5.3. Election

If the office is being filled by a member, then a simple majority vote of the active qualified membership present and casting a vote shall be necessary for election. If the office becomes vacant the Pastor(s) and Deacons may temporarily appoint a qualified member to fill the position until a successor is duly elected.

### 3.5.4. Term of Office and/or Termination

If the office of Church Clerk is filled by a member, then the term of office shall be one (1) two-year term. The person may serve two (2) consecutive terms at which point he/she must sit out one (1) year. If the office of Church Clerk is filled by an Associate Pastor or Deacon, his term of office shall continue until the position is filled by the election of a qualified member.

## 3.6. Educational Director

### 3.6.1. Qualifications

The office of Educational Director may be filled by an Associate Pastor. The Educational Director shall be a godly person of high spiritual integrity and interests, and shall have experience and background in Christian education (See Section 2.1.2.1.).

### 3.6.2. Responsibilities

The responsibilities of the Educational Director shall be the oversight of the educational ministries of Berean Baptist Church. This would include the Sunday School, Vacation Bible School, Youth functions, and any other educational programs. The Educational Director shall see that all classes have qualified teachers, supplies, proper curriculum, study helps, and appropriate rooms and equipment, and that proper records are kept.



### 3.6.3. Election

If the office is being filled by an Associate Pastor then no election is required. If the office is being filled by a member, then a simple majority vote of the active qualified membership present and casting a vote shall be necessary for election.

### 3.6.4. Term of Office and/or Termination

If the office of Educational Director is filled by an Associate Pastor his term of office shall be indefinite (See Section 3.2.2.). If the office of Educational Director is filled by a member, then the term of office shall be one (1) two-year term. The person may serve two (2) consecutive terms at which point he/she must sit out one (1) year.

## 3.7. Treasurer

### 3.7.1. Qualifications

To be eligible for the office of Treasurer a person must have been an active member for not less than one year. Although not a requirement, it is recommended that any member meeting the requirements previously stated has a clear knowledge of the Lord's provision in his/her own life. It is recommended that the prospective officer not be a member that is new to the faith. The Treasurer agrees to abide by the responsibilities of church membership.

### 3.7.2. Responsibilities

The major responsibility of the Treasurer is to maintain financial oversight concerning records, income, and disbursement of funds pertaining to Berean Baptist Church. The following responsibilities are detailed according to this requirement.

- 3.7.2.1. Although the Church Secretary may keep records concerning the distribution and income of funds, the Treasurer shall have oversight and responsibility concerning the maintenance of those records. Records shall be kept concerning the monthly distribution of funds.
- 3.7.2.2. The Treasurer shall keep records concerning the total distribution and income of funds according to the subject breakdown defined by the Church budget. Upon request this material shall be available to the Pastor(s), Deacons(s), or congregation, within a time frame of one week.
- 3.7.2.3. The Treasurer shall be able to sign checks, along with other designated persons (i.e., Deacons) as designated by Policy Section 2.
- 3.7.2.4. The Treasurer shall be responsible for the depositing of funds weekly in a local banking institution. This function may be delegated by the Treasurer.
- 3.7.2.5. The Treasurer shall receive and record a monthly record of the Pastor's business expenses and/or housing allowance for Income Tax purposes.
- 3.7.2.6. An annual budget shall be prepared by the Treasurer for evaluation by the Pastor(s) and Deacons. This budget shall subsequently be presented by the Treasurer to the congregation for approval at a duly announced business meeting. The Treasurer must also compile the list of questions with their answers submitted by the membership

concerning the proposed Budget to be presented to the congregation two (2) weeks prior to the congregational vote on the proposed budget.

3.7.2.7. All appropriate Income Tax information (wages, withholdings, and social security) shall be provided to the Internal Revenue Service (IRS) and/or state agencies in a timely manner, and in compliance with all appropriate laws.

3.7.2.8. The Treasurer must have a good working knowledge of the Berean accounting software. He must also enter accurately the information from the approved budget into the accounting software for budgeting purposes.

### 3.7.3. Election

If the office is being filled by an active member, then a simple majority vote of the active qualified membership present and casting a vote shall be necessary for election. If the office becomes vacant, the Pastor(s) and Deacons may temporarily appoint a qualified member to fill the position.

### 3.7.4. Term of Office and/or Termination

If the office of Treasurer is filled by an active member, then the term of office shall be one (1) two-year term. The person may serve two consecutive terms at which point the person must sit out one year. If the office of Treasurer is filled by a Deacon, his term of office shall continue until the position is filled by the election of a qualified active member.

## 3.8. Missions Director

### 3.8.1. Qualifications

The Missions Director shall be a godly person with spiritual integrity and interest in the area of missions. The Missions Director shall have some familiarity with both home and foreign missions.

### 3.8.2. Responsibilities

3.8.2.1. The Missions Director, in close cooperation with the Pastor(s) and Deacons, shall be responsible for all missionary activities of the Church.

3.8.2.2. Working with the Outreach Committee, the Missions Director shall foster and cultivate an interest in missionary enterprises, and shall contact and provide missionary speakers as requested by the Pastor(s) and Deacons.

3.8.2.3. The Missions Director and Outreach Committee shall be responsible for researching prospective missionaries, establishing interviews, and recommending them to the Church for approval.

3.8.2.4. The Missions Director shall be responsible for reviewing the missionaries and their activities for reports to the Church as needed. This review process shall be performed at least annually.

3.8.2.5. The Missions Director shall be responsible for planning and promoting an annual missions conference in the Church, working together with the Outreach Committee.

3.8.2.6. The Missions Director shall serve as the Chairman of the Outreach Committee.

### 3.8.3. Appointment

The Missions Director shall be appointed by the Pastor(s) and approved by the Deacons.

### 3.8.4. Term of Office and/or Termination

The term of office shall be one (1) two-year term. After serving two consecutive terms, a person is eligible to serve again as Missions Director after one year out of office. The Missions Director may be dismissed at any time from that office by the Pastor(s) or by a majority vote of the Deacons, since the person is appointed initially by the same.

## 3.9. Music Director

### 3.9.1. Qualifications

A person must be a member of Berean Baptist Church to be eligible to serve as Music Director. This person should live a consistent Christian life, have some musical background, and be able to work well with other people, both in receiving direction and in leading others.

### 3.9.2. Responsibilities

The Music Director shall oversee the musical program of the Church under the direction of the Pastor(s). This shall include, but is not limited to, providing for musical accompaniment of congregational singing; the establishment and maintaining of Church choirs, orchestras, and other musical groups; and the provision of special music at regular and special Church services.

### 3.9.3. Appointment

The Music Director shall be appointed by the Pastor(s) with the advice and consent of a majority of the Deacons.

### 3.9.4. Term of Office and/or Termination

The term of office shall be indefinite. The Music Director may be dismissed at any time from that office by the Pastor(s) or by a majority vote of the Deacons, since the person is appointed initially by the same.

## 3.10. Representation and Interpretive Authority

This Statement of Faith, Constitution, and Bylaws do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Berean Baptist Church's faith, doctrine, practice, policy, and discipline, our pastor(s) and deacons as Berean Baptist's representative spokespersons are Berean Baptist's final interpretive authority on the Bible's meaning and application.

# BEREAN BAPTIST CHURCH POLICIES

## 1. Church Property Policies

### 1.1. Facility Use Policy

#### 1.1.1 Purposes and Restrictions

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor(s) and deacons as Berean Baptist's representatives are the final decision-makers concerning the use of church facilities

#### 1.1.2 Reasons for Restrictions

This restricted facility use policy is necessary for two important reasons:

1.1.2.1 The church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.)

1.1.2.2 Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities. Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith.

#### 1.1.3 Scope of Policy

1.1.3.1 This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as set apart to worship God. (Col 3:17.)

1.1.3.2 The pastor/s and deacons must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate

families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment may be made available to non-members or outside groups as long as they do not violate the requirements above and further:

- a. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
- b. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
- c. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

#### 1.1.4 Hours of Operation

Facility hours vary and facilities may not be available during certain times.

**Scheduling Events** Facility use requests shall be made to a pastor, deacon or office manager by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the pastor/s and deacons approve the use.

### 1.2. Church Equipment

#### 1.2.1. Definition

Church equipment includes all movable assets of the Church, such as tools, chairs, tables, teaching aids, books, nursery supplies, and office and kitchen equipment. 1.2.1.1. If the Xerox machine is used for personal use, a \$0.05 fee will be charged per copy. The Pastor(s) and Deacons may change this fee as they deem necessary.

1.2.1.2. Berean Baptist Church will require any person or persons desiring to use Church equipment for personal use to fill out a form at least one week in advance of the intended use of such equipment. The form will contain the person's name, address, phone number, event, date, time, purpose, number of people, beginning and ending time, equipment to be used, fees (if applicable), and a statement of non-liability. The contents of the form will be approved by the Pastor(s) and Deacons.

## 2. Financial Policies

Many financial policies relate directly to the responsibilities of the Treasurer, Church Secretary, and the Finance Committee. However, the financial policies of Berean Baptist Church are applicable to any individual within the Church responsible for administering any Church-related funds.

### 2.1. General Financial Policies

2.1.1. The Pastor(s) and Deacons shall determine the individuals responsible for authorizing checks. One of those individuals shall be the Church Secretary and one shall be the Treasurer. Additional persons that may be delegated for this task are the Deacons and Associate Pastor(s).

- 2.1.2. Two signatures are required to sign checks.
  - 2.1.3. Only the Church Secretary, Treasurer, and Deacons shall have access to Church tithing records. All tithing information shall be kept strictly confidential. The Pastor(s) does not have access to tithing records.
  - 2.1.4. Offerings received by the Church shall be counted by two active Church members, one of which should be a Deacon. Signatures of both members are required concerning the count of money received.
  - 2.1.5. A deposit receipt for Church funds shall be kept and checked against the authorized count of the offering(s) received by the Church.
  - 2.1.6. Although the Treasurer is responsible for the weekly deposit of Church funds, this task may be delegated to the Church Secretary.
  - 2.1.7. The Treasurer shall receive a monthly statement of the Pastor's business expenses in accordance with IRS tax laws. Justification (explanation) will be provided for any submitted expense.
  - 2.1.8. The Treasurer shall also receive a statement in writing from the Pastor(s) concerning housing allowance and the justification for that allowance.
  - 2.1.9. All appropriate Income Tax information (wages, withholdings, social security, etc.) shall be provided to the IRS and/or state agencies in a timely manner and in compliance with all appropriate laws.
  - 2.1.10. If funds are insufficient to meet budgeted items, the Treasurer shall not distribute Church funds without approval of the Pastor(s) and Deacons. The Treasurer shall not dispense funds in excess of \$100.00 without the approval of the Pastor(s) and Deacons for non-budgeted items.
  - 2.1.11. No individual may commit Berean Baptist Church or any member to financial commitment or obligation without approval by the Pastor(s) and Deacons and subsequent vote of the congregation.
  - 2.1.12. Any abnormalities concerning Church finances shall be immediately reported to the Pastor(s) and Deacons for further investigation. The Treasurer shall assist in that investigation as directed by the Pastor(s) and Deacons.
  - 2.1.13. The Pastor(s) and Deacons may not dispense Church funds without first informing the Treasurer of the disbursement of such funds.
  - 2.1.14. Gifts may not be designated for a particular use unless that use has previously been approved by the Pastor(s) and Deacons.
  - 2.1.15. Gifts given to Berean Baptist Church that are designated for a particular purpose must be used for the purpose designated. A change in use of a designated financial gift may be made with approval of the, Pastor(s), and Deacons. As a moral responsibility, the donor must also be notified.
  - 2.1.16. The Treasurer is the Chairman of the Church Finance Committee.
- 2.2. Budget Financial Policies
- 2.2.1. The annual budget, prepared by the Treasurer for evaluation by the Pastor(s) and Deacons, shall be presented to the congregation for approval at a duly announced business meeting.
  - 2.2.2. The Treasurer may request the assistance of Finance Committee members in the preparation of those items that are not strictly prohibited by the Church Bylaws (i.e., the Church budget).
- 2.3. Special Financial Policies

- 2.3.1. No member or non-member of the Church, including the Pastor(s), Deacons, or any staff member, may use the Church assets for personal gain. The Church property may NOT be used as collateral for a personal loan of any member or non-member.
- 2.3.2. Berean Baptist Church shall endeavor to support its missionaries at a significant level (\$100.00 to \$200.00 per month) in accordance with the mission of the Church. Changes, reductions, or elimination of missionary support shall be brought before the congregation for approval.
- 2.3.3. No special benefits or dispersal of Church funds in addition to contractual obligations shall be made to the Pastor(s) or any other member without congregational approval (i.e., new automobiles, home improvements, etc.).
- 2.3.4. No member of Berean Baptist Church may use personal tithing information, personal financial standing, or giving in any form to discriminate against any other member of the Church.

**3. Wedding Policies**

3.1. Requirements for Use of Church Facilities

- 3.1.1. The couple shall meet with the Pastor(s) of Berean Baptist Church. At that time, if the couple is not a member of Berean Baptist Church, they must present a letter certifying membership in a Church of like faith.

3.2. Reservations and Fees

- 3.2.1. Reservations for Church facilities and payment of all fees must be made one month prior to the wedding or it will not be accepted.
- 3.2.2. The cost for the use of the Church is as follows:

	Member	Non-Member
Deposit	\$50.00	\$150.00
Janitor		\$75.00
Sound Technician		\$40.00
Sanctuary Use		\$150.00
Fellowship Hall Use		\$70.00
Total	\$50.00	\$485.00

The deposit will be refunded the week after the wedding if the regulations outlined in this policy have been adhered to and the Church property and equipment have not been damaged. The Church will make arrangements for the Sound Technician and Janitor. The couple is responsible for contacting the Sound Technician and Janitor for rehearsal times.

- 3.2.3. The Church Secretary will then arrange to have personnel present and the building open.

3.3. Building Usage

- 3.3.1. The Church building will be open for the rehearsal for a period of two (2) hours. The building will be opened two (2) hours prior to the wedding for decorating. If more time is needed, special arrangements shall be made with personnel to open the building.

- 3.3.2. The communion table and pulpit can be moved. It is the responsibility of the couple to have all the furniture replaced after the wedding because the furniture is too large for the Janitor to replace on his own.
  - 3.3.3. The Church supplies in the kitchen such as plates, cups, napkins, etc. are not to be used. Leave the kitchen area clean and orderly.
  - 3.3.4. Rice or birdseed can be thrown outside. Rice or birdseed are not permitted in the Church.
  - 3.3.5. All food is to be kept in the kitchen and fellowship hall areas. No food or drink shall be carried to other parts of the Church.
  - 3.3.6. No smoking, alcoholic beverages, or dancing are allowed on the Church property.
- 3.4. Other Requirements
- 3.4.1. Programs or bulletins are the responsibility of the bride and groom and are to be printed privately.

#### **4. Funeral Policies**

- 4.1 The buildings of Berean Baptist Church may be used to conduct the funeral service of any member of Berean Baptist Church or of their immediate family.
- 4.2 One of the Pastors of Berean Baptist Church shall be asked to conduct the service. A fellowship meal after the service may be held in the Church fellowship hall.
- 4.3 No smoking or alcoholic beverages are allowed on the Church property.

#### **5. Benevolence Policies**

- 5.1. Requirements for Assistance
  - 5.1.1. Any person is eligible for benevolent assistance upon demonstration of legitimate need (Galatians 6:10).
  - 5.1.2. The Pastor(s) and/or Deacons are responsible for investigating the need presented to the Church. The Pastor(s) and/or Deacons shall determine the legitimacy of the need. It is highly recommended that social service organizations be contacted.
  - 5.1.3. The individual may be required to provide some evidence of legitimate need. The form of this evidence will be determined on a case-by-case basis.
  - 5.1.4. Upon the recommendation of the Pastor(s) and/or Deacons the need will be met according to Section 5.2 guidelines.
  - 5.1.5. The identity of individuals receiving assistance shall be kept confidential by all knowledgeable Church members.
- 5.2. Guidelines for Distribution of Resources
  - 5.2.1. If the need requires the distribution of monetary resources (i.e., money required to pay an electric bill), the bill shall be presented to the Pastor(s) and/or Deacons and paid directly by the Church. No money will be given to the beneficiary.
  - 5.2.2. The distribution of non-monetary resources (food, clothing, wood, etc.) shall be performed by the Deacons. It is recommended that local food banks (i.e., Blue Ridge Area Food Bank) be utilized for obtaining most food items to minimize cost.



- 5.2.3. Berean Baptist Church shall give financial support to those food banks utilized by the Church on an annual basis. The amount of the financial support shall be determined by the Pastor(s) and Deacons on an annual basis.
- 5.2.4. The Pastor(s) and/or Deacons may require the beneficiary to present proof that the person has attempted to find employment before additional resources are distributed (2 Thessalonians 3:10).

## **6. Missions Policies**

### **6.1. Qualifications**

To be considered for financial support by Berean Baptist Church, a missionary shall:

- 6.1.1. Be saved, scripturally baptized, and a member in good standing of a Church of like faith and practice with Berean Baptist Church. He/she must be able to give clear testimony and written evidence of the same.
- 6.1.2. Have sensed the call of God to serve in the capacity of a missionary, and be able to testify clearly of the time and meaning of his/her call.
- 6.1.3. Have trained diligently in preparation for missionary service. This will generally involve higher education at the bachelor's and/or master's level in a Christian institution.
- 6.1.4. Be commissioned by his or her sending Church and be able to give written proof of the same.
- 6.1.5. Be ordained to the Gospel ministry if going as a Church planter, evangelist, or other person who generally teaches the Word on a regular basis, or be certified as a technician, pilot, nurse, doctor, counselor, or other practical worker suited to missionary work. He/she must be able to give written evidence of having met this requirement.
- 6.1.6. Be in hearty agreement with the Doctrinal Statement of Berean Baptist Church, as evidenced by signing Berean's Doctrinal Statement without any mental reservation whatever.
- 6.1.7. Have been approved to serve and appointed to a field of service as a missionary by a recognized missionary agency or other sending organization and be able to give written evidence of the same.
- 6.1.8. Have had a measure of success in doing practical missionary tasks, such as teaching the Word and winning others to Christ, and be able to give written testimony of the same.
- 6.1.9. Be judged by the Outreach Committee of Berean Baptist Church to have met the above standards.

### **6.2. Recommendations by Pastor(s) and Deacons**

- 6.2.1. After a recommendation by both the Pastor(s) and Deacons to receive a stated amount of financial support (see Item 6.3.3.), the missionary must obtain a two-thirds majority vote by the congregation for the same.

### **6.3. Reporting Requirements**

A missionary supported by Berean Baptist Church shall:

- 6.3.1. Communicate with Berean Baptist Church at least quarterly, reporting on work accomplished and specific needs/prayer requests.
- 6.3.2. Respond in a timely manner to any Berean Baptist Church questionnaire or other inquiry as to his/her current status, beliefs, practice, or work.

- 6.3.3. Understand that Berean Baptist Church desires to support each missionary with an initial sum of at least \$100.00 per month, to be reviewed annually for possible increase. It is to be understood that continuation of the initial level of support is dependent on the financial stability of Berean Baptist Church. Severe financial hardship at Berean Baptist Church may necessitate the curtailing of any or all such support as was initially given in order to maintain the viability of the local Church.

## **7. Nursery Policies**

The following policies are provided with regard to operation of the Church nursery.

- 7.1. The nursery supervisor shall take in and give out the babies. This allows the baby to meet a familiar face each time and encourages the parents to share needed information with the supervisor.
- 7.2. Each baby shall have a nametag, and all personal items (diaper bag, bottle, cup, toy, pacifier) shall be tagged.
- 7.3. Each baby shall be checked once each service and changed if wet or soiled. Gloves shall be worn while changing diapers, and Lysol or other effective anti-aids sprays shall be used on the changing table.
- 7.4. Babies with a fever, green runny noses, or who have received shots shall not be admitted to the nursery.
- 7.5. Each baby shall be held at least once during every service.
- 7.6. Beds shall be changed after each use, and toys shall be wiped with Lysol after each service.
- 7.7. Infants 12-24 months of age shall be taught a lesson each service.
- 7.8. Each child shall be offered water (or drink) at each service. Older infants may also be offered crackers.
- 7.9. Suspected cases of child abuse shall be reported to the nursery supervisor who shall inform the Pastor(s). Usually, this report will take place after rechecking for suspected abuse a second or third time.

## **8. Youth Policies**

The following policies are provided with regard to the Youth programs:

- 8.1. A Youth leader must be at least 22 years of age.
- 8.2. It is recommended that there be no cross-gender counseling alone with a single person.
- 8.3. All drivers of vehicles (rented or owned) shall have a valid driver's license with proof of insurance.
- 8.4. Youth and leaders shall be properly and modestly attired for Youth activities.
- 8.5. No smoking, drinking, or illegal drugs may be used at any time.