

**Proposed Amendments to Articles 2, 4, 7, 8, 9, 10, 11 & Appendix A
of the Middleton Baptist Church Constitution (2004)**

**Approved January 7, 2012 by the MBC Board of Deacons
Revised January 22, 2012**

Action items:

Delete in total Articles 2, 4, 7, 8, 9, 10, 11 & Appendix A of the Middleton Baptist Church Constitution (2004) and replace by Articles 2, 4, 7, 8, 9, 10, 11, & 12 below.

Rename Appendix B and Appendix C of the Middleton Baptist Church Constitution (2004) to Appendix A and Appendix B respectively.

Article 2 POLITY

Under the Lordship of Christ, the guidance of the Word, and the direction of the Holy Spirit the government of this Church shall be vested in its membership.

Article 4 MISSION & VISION

A. Mission Statement:

Middleton Baptist Church exists to be disciples and make disciples of Jesus Christ for the glory of God

B. Vision Statement

As Middleton Baptist Church lives out its mission in our community:

- We see servants of Jesus Christ fully equipped to love and serve our community in His name
- We see families who are restored and strengthened as we serve them in love and point them to Jesus
- We see children and teens who are confident that they are loved, valued and accepted within their families, schools and community following and serving Christ as we intentionally focus on both their physical and spiritual well-being
- We see seniors living in a safe community with deep meaningful relationships and quality care, and
- We see a community without walls made possible by the power of Christ as people are reconciled to one another and to God through faith in Jesus Christ.

Article 7 MEETINGS

A. Congregational Church Meetings:

1. ANNUAL BUSINESS MEETING: The date of the Annual Business Meeting of the Church shall be set by the Governance Board and be held not later than the first Wednesday in February. The purpose of this meeting will be to receive the annual reports, to adopt the budget for next year, for annual nominations and appointments, and to transact other Church business deemed necessary by the Governance Board.

Notice of this meeting shall be given from the pulpit on the two Sundays before the meeting is to be held.

2. SPECIAL MEETINGS may be called by the Lead Pastor, Moderator, Governance Board, or at the written request of not fewer than ten members of the Church. Notice of such meetings, together with a statement of their purpose, must be given from the pulpit on the two Sundays before the meeting is to be held.

3. EMERGENCY MEETINGS: An emergency meeting may be held to deal with matters of extreme urgency, excluding personnel matters, the agenda being limited to this matter only. Holding such a meeting would require the unanimous consent of the membership present.

4. MEETINGS FOR THE RECEPTION AND TRANSFER OF MEMBERS may be called without prior notice.

B. Quorum:

A quorum shall consist of thirty (30) active members at any congregational meeting. An active church member shall be defined as a current member of Middleton Baptist Church who has attended at least six worship services from annual meeting to annual meeting. Those who because of illness, disability, or relocation for the purposes of long term care or education shall still be considered an Active Member of Middleton Baptist Church providing they fit the definition of an Active Member before the onset of the illness, disability, or relocation.

C. Rules of Order:

Every duly called meeting of the church shall be conducted in the following manner:

1. Every meeting shall be opened and closed with prayer.
2. Immediately after the opening of a meeting these Rules of Order shall be distinctly read by the Moderator.
3. Any person wishing to speak shall be an active church member. A non-member may speak in the case where they have been invited by the Church Moderator, prior to the start of the meeting, to provide an opinion in their area of expertise on a matter under consideration by the membership.
4. To speak to a motion, the person wishing to speak shall stand and, when recognized by the Moderator, shall confine his/her remarks to the question or issue.
5. A person shall not speak more than twice upon a subject until all who wish to speak have had an opportunity to do so and after permission has been given by the Moderator.
6. A person shall not interrupt another except to call that person to a point of order.
7. If a person be called to order he/she shall, at the request of the Moderator, be seated until the question of order has been decided.

8. When a question is put, the Moderator, after announcing the question shall ask: "Are you ready for the question?" If no person wishes to speak, the question shall be put.

9. All business shall be transacted in accordance with parliamentary usage so called, e.g. - Roberts rules of Order.

D. Voting:

1. Every active member of the Church is eligible to vote. In matters pertaining to the calling of a pastor, denominational allegiance or sale/purchase of property, voting members shall be at least sixteen years of age. A two-thirds majority shall be required to carry such a motion.

2. A simple majority vote, at a duly called meeting of the Church, shall legally commit the Church unless otherwise indicated.

3. Voting may be open or written, as decided by the Moderator or called for by the meeting, depending on the circumstance and/or the importance of the item.

Article 8 GOVERNANCE BOARD

A. Description:

The Governance Board is made up of church members who are tasked with overseeing the spiritual welfare of the Church and its members, giving visionary leadership to the church, being keepers of the mission and vision of the church, and overseeing the governance of the church between Annual Business Meetings.

B. Accountability:

The Governance Board is directly accountable to the membership of Middleton Baptist Church, as such its decisions are subject to review and modification at a duly called business meeting of the congregation. Governance Board members are appointed by the members of the church at a duly called business meeting.

C. Comprised of:

The Governance Board shall be made up of the Lead Pastor, the Church Moderator (who shall serve as the Governance Board Chair), the church clerk (who shall serve as the Governance Board Secretary), plus six other appointed church members. Four of these appointed board members will serve as chairs of the standing committees of the church (deacons, stewardship and financial management, property management, mission and outreach), while the remaining two of these appointed board members will serve as members at large.

D. Qualifications, Appointment, and Term:

1. Members of the Governance Board shall be actively involved in ministry in the Church, shall have an evident gift of leadership and the ability to govern well, shall in their private and public lives strive, by the power of the Holy Spirit, to conform to the principles of Christ and right relationship with the Lord as

stated in the Scriptures including, but not limited to, the following: (Romans 12:1-2; I John 3:16-18; Psalm 15; II Corinthians 5:17; Galatians 5:13-16; Ephesians 4:22-32, 5:1-33; Philippians 2:1-8; Colossians 3:5-11; I Peter 3:8-12, 5:2-3; Titus and I Timothy 3:1-13).

2. Appointed members of the Governance Board shall be, after prayerful consideration, nominated by the Governance Board. Names of those nominated shall be included in a notice of meeting published to Church Members and must be affirmed by a 2/3 vote of the membership present at a meeting of the Church held for the purpose of election. Each nominee shall be voted on individually and voting shall be conducted by secret ballot. Appointed members of the Governance Board shall serve without compensation.

3. Appointed members of the Governance Board shall hold office for a term of three years, with the possibility of being reappointed for an additional three year term. Governance Board members may not exceed two consecutive, three year, terms except where noted, as in the case of the Church Clerk. If an individual completes a term for a departing member of the Governance Board, he/she may at the end of that term; serve one consecutive term of their own.

4. The Church Moderator, Church Clerk, and Lead Pastor shall be voting members of the Governance Board, except the Lead Pastor shall not vote on matters related to him/herself.

E. Meetings of the Governance Board:

1. A regular meeting of the Governance Board shall be held every second month or more often if necessary. Meetings shall be open to all Church members and adherents of the congregation. Church members desiring to present an item to the Governance Board may do so by contacting the Chair of the Governance Board (the Church Moderator) two weeks prior to a regular meeting of the Governance Board, indicating the subject to be presented and requesting permission for it to be placed on the agenda. Any officer or any two members of the Governance Board may call a special meeting of the Governance Board by giving verbal or written notice to each member of the Governance Board four days prior to the time scheduled for the meeting. Such notice shall include the purpose of the meeting.

2. The Chair of the Governance Board shall preside at meetings, or in that person's absence, the Governance Board shall designate a Chair. The Chair shall, along with the Lead Pastor, prepare the agenda. A majority of Governance Board members constitute a quorum for the transaction of business. A majority of the members of the Governance Board present may adjourn a meeting.

3. If a member of the Governance Board is absent for three consecutive regularly scheduled meetings of the Board the position shall be considered vacant, at the discretion of the Governance Board.

4. The Chair of the Governance Board with the Board's consent, may request the Board meet *in camera* for the purpose of discussing sensitive church matters.

F. Removal of Governance Board Members

1. A request for the removal of a member from the Governance Board may be made by no less than ten church members. Notice of such a request of removal must be signed and given to all members of the Governance Board in writing and received two weeks prior to the next scheduled Governance Board meeting.

2. If the situation cannot be resolved to the satisfaction of both parties, the Governance Board must refer the situation to the Church membership at a duly called business meeting.

G. Resignation of Governance Board Members

A member of the Governance Board may resign by giving written notice to the Chair of the Governance Board and the resignation shall be effective upon receipt.

H. Vacancies on the Governance Board

Vacancies on the Governance Board shall exist upon death, resignation, removal, increase in the authorized number of members of the Governance Board, or upon the failure of the members to fill a vacancy at an annual appointment meeting. Such appointments to fill vacancies will be made according to Article 8, Section D.

I. Responsibilities:

The Governance Board of MBC shall be entrusted with the following responsibilities:

1. The Governance Board shall be responsible for the spiritual welfare of the Church and its members. It shall have the general oversight of all aspects of the Church and its ministries between Annual General Meetings, and attend to such matters as fall within the province of the Annual Business Meeting of the Church. It shall prayerfully implement God's will for the Church, serve as keepers of the Church's mission and vision and keep these before the congregation, and deal with such Church business as cannot be delegated;
2. The Governance Board has responsibility for the general management of all monies belonging to the Church, and for assuring that these monies are used for the purposes designated as administered by the Stewardship and Financial Management Committee;
3. The Governance Board shall ensure staff position descriptions are current and staff reporting relationships are clear; it shall oversee the annual performance evaluations of all other staff, as conducted by the Lead Pastor; and it shall also conduct the annual performance evaluation of the Lead Pastor;
4. The Governance Board shall oversee matters of Church discipline which shall be handled following the Biblical model set out in Matthew 18:15-17, Galatians 6:1 and 2 Corinthians 2:5-11;
5. The Governance Board shall have oversight over the four Standing Committees of the Church (deacons, stewardship and financial management, property management, mission and outreach) including receiving regular reports from each and appointing a chair for each who will also serve on the Governance Board;
6. Decisions of the Governance Board shall take precedence over all other committees and ministries of the Church but not over decisions made by the Church membership at a duly called business meeting;

7. The Governance Board shall present for approval to Church Membership at the Annual Business Meeting a budget approved by the Board and prepared by the Committee of Stewardship and Financial Management;

8. The Governance Board is expected to issue a quarterly report to the congregation bringing the congregation up to date on the recent business of the board;

9. The Governance Board shall, as required, appoint ad hoc committees to help carry out its duties;

10. The Governance Board shall hold at least two day long planning sessions per year focusing on the implementation of the mission and vision of the church through long range strategic planning;

11. The Governance Board is authorized to approve expenditures which are not in the budget up to \$8,000 per year without seeking approval of the Church Membership;

12. The Governance Board is authorized to appoint Delegates and Representatives to Convention, Association, assemblies and councils and to grant church licences to minister;

13. The disposal or acquisition of property, the calling or dismissal of the Lead pastor, the calling of other staff, the creation or deletion of staff positions other than the Lead Pastor, the receiving of new members into the Church Fellowship, changes to the constitution, by-laws, or policies and the question of the affiliation of this Church with other church bodies, expenditures in excess of \$8000 over the budget, shall be discussed at a duly called business meeting of the Church, and the Church membership shall decide upon such matters.

Article 9 STANDING COMMITTEES

A. DEACONS COMMITTEE

1. Description:

The Deacons Committee consists of those who are observed to have been entrusted by God with gifts of servanthood. Deacons act as servants of the church overseeing and engaging in the Church's various servant ministries.

2. Accountability:

The Deacons Committee functions as a committee of the Governance Board to assist them in carrying out their mandate. Therefore, the Deacons Committee is accountable to the Governance Board and decisions of the Governance Board shall take precedence over those of the Deacons Committee.

3. Comprised of:

The Deacons Committee is to be made up of one member of the Governance Board who is appointed as Chair, plus eight other church members who exhibit servanthood qualities in their character.

4. Appointment and Term:

(i) Deacons are nominated by the Governance Board upon the recommendation of the Chair of the Deacons Committee and are approved by Church Members at the Annual Business Meeting. Positions that become vacant between Annual Business Meetings can be filled by the Governance Board.

(ii) Appointed members of the Deacons Committee shall hold office for a term of three years, with the possibility of being reappointed for an additional three year term. Term of office for Deacons Committee members may not exceed two consecutive terms.

5. Responsibilities:

The deacons of MBC shall have the following responsibilities:

(i) Arrange for and assist the pastors in the Lord's Supper;

(ii) Assist the pastors in the administration of baptism;

(iii) Administer the Deacon's Fund;

(iv) In the absence of pastors, attend to the supply of the pulpit and arrange for leadership of prayer meetings;

(v) Interview candidates for church membership with respect to personal testimony of conversion and recommend to the Church;

(vi) Host three 'New To MBC' lunches per year for those who have recently become a part of the church fellowship;

(vii) Work closely with the Pastor of Congregational Care to ensure visitation, especially that of our senior members, is functioning well and be engaged as active visitors themselves;

(viii) Three months prior to the Annual Business Meeting submit a list of nominees to the Board of Governance to be considered for service on the Deacons Committee;

(ix) Prepare annually, at least three months prior to the Annual Business Meeting, a proposed budget, to be submitted to the Finance Committee, outlining all needs of the Deacons Committee anticipated for the coming year;

(x) They shall meet as often as necessary to carry out these responsibilities.

B. MISSION AND OUTREACH COMMITTEE

1. Description:

The Mission and Outreach Committee exists to assist in coordinating the outreach ministries of the church both locally and globally so that the mission and vision of the church is advanced.

2. Accountability:

The Mission and Outreach Committee functions as a committee of the Governance Board to assist them in carrying out their mandate. Therefore, the Mission and Outreach Committee is accountable to the Governance Board and decisions of the Governance Board shall take precedence over those of the Mission and Outreach Committee.

3. Comprised of:

The Mission and Outreach Committee is to be made up of one member of the Governance Board who is appointed as Chair, plus four other church members who exhibit a heart for advancing the mission and vision of the church and for outreach both locally and globally. Members of the Mission and Outreach Committee are appointed by the Board of Governance upon the recommendation of the chair of the Mission and Outreach Committee.

4. Appointment and Term:

(i) Mission and Outreach Committee members are nominated by the Governance Board upon the recommendation of the Chair of the Mission and Outreach Committee and are approved by Church Members at the Annual Business Meeting. Positions that become vacant between Annual Meetings can be filled by the Governance Board.

(ii) Appointed members of the Mission and Outreach Committee shall hold office for a term of three years, with the possibility of being reappointed for an additional three year term. Term of office for Mission and Outreach Committee members may not exceed two consecutive terms.

5. Responsibilities:

The Mission and Outreach Committee of Middleton Baptist Church shall have the following responsibilities:

(i) They shall keep the congregation informed regarding effective mission work being done both locally and globally especially the work of missionaries that Middleton Baptist Church supports financially and through prayer;

(ii) In consultation with the Lead Pastor, and other staff as appropriate, they shall oversee the effective implementation of Strategic Outreach Initiatives, as agreed upon by the Church Membership.

(iii) They shall oversee the monthly Mission Communion Offering by choosing to whom the offering will go, bringing a monthly missions update during the worship service that Sunday, and ensuring that the offering is received at the end of the service;

(iv) They shall plan and host, in conjunction with the Muriel Bent Atlantic Baptist Women, an annual mission weekend that will highlight effective mission work being conducted around the world;

(v) They shall oversee the administration of the Muriel Bent Short Term Mission Fund including receiving applications for grants from the fund and allocating monies from the fund to those approved for funding;

(vi) They shall commission, as seems appropriate, a Short Term Mission team from within Middleton Baptist Church who will serve in an international capacity on behalf of the church;

(vii) They shall keep before the church its ongoing financial responsibility toward the United in Mission fund and encourage its realization;

(viii) They shall, three months prior to the Annual Business Meeting, submit a list of nominees to the Board of Governance to be considered for service on the Missions and Outreach Committee;

(ix) They shall prepare annually, at least three months prior to the Annual Business Meeting, a proposed budget, to be submitted to the Finance Committee, outlining all mission and outreach related costs anticipated for the coming year;

(x) They shall meet as often as necessary to carry out these responsibilities.

C. STEWARDSHIP AND FINANCIAL MANAGEMENT COMMITTEE

1. Description:

The Stewardship and Financial Management Committee exists to oversee the financial ministry of the church and to promote Biblical stewardship practices in the functioning of the church as well as to encourage Biblical stewardship practices in the lives of those in the congregation.

2. Accountability:

The Stewardship and Financial Management Committee functions as a committee of the Governance Board to assist them in carrying out their mandate. Therefore, the Stewardship and Financial Management Committee is accountable to the Governance Board and decisions of the Governance Board shall take precedence over those of the Stewardship and Financial Management Committee.

3. Comprised of:

The Stewardship and Financial Management Committee is to be made up of one member of the Board of Governance who is appointed as chair, the treasurer of Middleton Baptist Church, plus three other church members, one of whom is to be appointed Head Teller. Committee members are to be those who have demonstrated a commitment to Biblical stewardship in their lives and in our Church and who are regular financial contributors to the work of the Lord at Middleton Baptist Church.

4. Appointment and Term:

(i) Stewardship and Financial Management Committee members are nominated by the Governance Board upon the recommendation of the Chair of the Stewardship and Financial Management Committee and are approved by Church Members at the Annual Business Meeting. Positions that become vacant between Annual Meetings can be filled by the Governance Board.

(ii) Appointed members of the Stewardship and Financial Management Committee shall hold office for a term of three years, with the possibility of being reappointed for an additional three year term. Term of office for Stewardship and Financial Management Committee members may not exceed two

consecutive terms.

E. Responsibilities:

The Stewardship and Financial Management Committee of Middleton Baptist Church shall have the following responsibilities:

- (i) To promote Biblical stewardship in the financial practices of the church as well as in the lives of its members and adherents;
- (ii) To oversee the financial stewardship of the Church and the tabulation and expenditure of all church funds except the Deacon's Fund, and those funds raised and administered for their own purposes by separate church organizations (ie. Youth Group, Atlantic Baptist Women, Social Ministry, etc.);
- (iii) They shall hold and administer the Cox fund and any other trust funds of the church;
- (iv) They shall present an examined statement of receipts and expenditures of all Church funds including the Deacon's Fund, and those funds raised and administered for their own purposes by separate church organizations (ie. Youth Group, Atlantic Baptist Women, Social Ministry, etc.) at the Annual Business Meeting of the Church;
- (v) They shall request submissions for the annual budget from all Boards, Committees and Ministries four months prior to the Annual Business Meeting;
- (vi) They shall, in conjunction with the Governance Board, ensure fair and adequate compensation for all salaried staff, both internally and in comparison with other churches;
- (vii) They shall, with the direction and approval of the Governance Board, prepare recommendations to the congregation for the long-range planning of the financial needs of the church;
- (viii) They shall prepare a budget for the upcoming year and present it for approval to the Board of Governance at least one month prior to the Annual Business Meeting;
- (ix) They shall annually appoint a Head Teller;
- (x) The Head Teller, in conjunction with the Stewardship and Financial Management Committee, shall appoint enough tellers as is necessary to carry out the Teller Ministry in an efficient and integral manner. No fewer than two shall be on duty to serve each Sunday;
- (xi) They shall appoint an envelope secretary to keep records of, order, receive, and distribute church envelopes before each new year and as required during the year;
- (xii) They shall appoint two auditors per year who shall audit the financial statements of the Church Treasurer(s) at the end of the fiscal year and to make a written report of the same in time for inclusion in the Church's annual report;
- (xiii) They shall, three months prior to the annual meeting submit a list of nominees to the Board of Governance to be considered for service on the Stewardship and Financial Management Committee.

(xiv) They shall meet as often as necessary to carry out these responsibilities.

D. PROPERTY MANAGEMENT COMMITTEE

1. Description:

The Property Management Committee exists to oversee the upkeep, maintenance, and use of all church buildings and properties and to act as the Legal Trustees of all real and personal property of the Church.

2. Accountability:

The Property Management Committee functions as a committee of the Governance Board to assist them in carrying out their mandate. Therefore, Property Management Committee is accountable to the Governance Board and decisions of the Governance Board shall take precedence over those of the Property Management Committee.

3. Comprised of:

The Property Management Committee is to be made up of one member of the Board of Governance who is appointed as chair, plus three other church members.

4. Appointment and Term:

(i) Property Management Committee members are nominated by the Governance Board upon the recommendation of the Chair of the Property Management Committee and are approved by Church Members at the Annual Business Meeting. Positions that become vacant between Annual Meetings can be filled by the Governance Board.

(ii) Appointed members of the Property Management Committee shall hold office for a term of three years, with the possibility of being reappointed for an additional three year term. Term of office for Property Management Committee members may not exceed two consecutive terms.

5. Responsibilities:

The Property Management Committee of Middleton Baptist Church shall have the following responsibilities:

(i) Legal Trustees: The chair and one other member of the Property Management Board shall be designated as Legal Trustees of all real and personal property of MBC;

(ii) They shall be responsible for all upkeep and maintenance;

(iii) They shall appoint a Facilities Coordinator whose responsibility it will be to coordinate all rentals and use of the facility in consultation with the church secretary and pastoral staff;

(iv) They shall oversee the tendering of custodial contracts and shall oversee the custodian(s) in the carrying out of his/her duties. They shall also draft and keep up-to-date a job description for the position of custodian and have the authority to enter into or not renew custodial contracts for each coming year;

(v) They shall have the authority to engage service contractors when necessary;

(vi) The Property Management Committee in consultation with the Governance Board may authorize budgeted expenditure increases of up to \$2000 without seeking approval from the Church body. All unbudgeted expenditures by the Property Management Committee, of up to \$2000 must first be submitted to the Stewardship and Financial Management Committee for recommendation of approval by the Governance Board. The Governance Board may not authorize more than \$10,000 per year without receiving approval from the congregation.

(vii) In the event of an emergency requiring expenditure in excess of the Budget, the Property Management Committee shall have the authority to act on behalf of the Church upon an affirmative vote of the members present and the Chair of the Governance Board (the Church Moderator). The Property Management Committee shall make every effort to convene the Governance Board to participate in the decision process;

(viii) They shall, with the direction and approval of the Governance Board, prepare recommendations to the congregation for the long-range planning of the physical needs of the church. Monies will not be accepted by Middleton Baptist Church for capital cost projects unless they have first been approved by the Property Management Committee and the Governance Board;

(ix) They shall maintain Insurance on the property and people of MBC.

(x) They shall ensure that all needed checks required by Fire and Safety regulations involving the fire detection equipment, the fire inspection of the building, firefighting equipment, and exit points/markings, as well as the elevator and furnace inspection are conducted on an annual basis.

(xi) They shall, three months prior to the annual meeting submit a list of nominees to the Board of Governance to be considered for service on the Property Management Committee;

(xii) They shall prepare annually, at least three months prior to the Annual Business Meeting, a proposed budget, to be submitted to the Finance Committee, outlining all anticipated costs for the coming year;

(xiii) They shall meet as often as necessary to carry out these responsibilities.

Article 10 MINISTRIES

A. Establishment of Ministries

The Lead Pastor in counsel with the Board of Governance and Pastoral Staff may establish ministries as may be necessary for the proper functioning of the Church.

B. Ministry Enablement Team

1. Purpose:

The role of the Ministry Enablement Team shall be to oversee the ministries of the church and to equip and empower members and adherents of Middleton Baptist Church for the work of ministry (Ephesians 4:11-13).

2. Comprised of:

Pastoral staff shall serve as the Ministry Enablement Team.

3. Responsibilities:

(i) Each ministry of the church shall be overseen by a member of the Ministry Enablement Team.

(ii) It is the responsibility of the overseeing Ministry Enablement Team member to ensure that each ministry under their care has a Ministry Coordinator, and to serve as a resource person, encouragement, and sounding board for the Ministry Coordinators under their care.

(iii) It is the responsibility of the overseeing Ministry Enablement Team member to ensure that each ministry under their care is achieving its stated purpose and is in keeping with the mission and vision of the church. In the case where a ministry is not achieving these goals the Ministry Enablement Team member will work with the Ministry Coordinator to try and revive the ministry or to bring it to a conclusion.

C. Ministry Coordinators

1. With the guidance and approval of the Ministry Enablement Team, Ministry Coordinators shall be authorized to organize their areas of ministry in terms of small work teams, task forces, committees, and/or individuals with delegated responsibility and with emphasis on brevity in meetings where possible in order that the focus of the group will be on accomplishing the task instead of maintaining a structure.

2. The Coordinator of each ministry may select Church members, and/or other interested individuals with complimentary spiritual gifts, to serve as ministry team members, unless otherwise stated.

3. This Church is committed to accomplishing its goals through the ministry of its members. To accomplish these goals and to be more effective, the Church is determined to organizing into "Teams" wherever possible. Teams perform the ministry best when it is performed by a plurality. Ministry teams are the basic organizing units of the Church to accomplish its goals within the guidelines of our Mission Statement.

4. The Governance Board with affirmation of the Church shall set policy, whereas ministry teams are not policy-setting entities. Rather, they are the "hands and feet" of the body of Christ. These teams devise and carry out the actions to further Church ministries.

Article 11 OFFICERS

A. Officers:

The officers of this Church shall be the Lead Pastor, Church Moderator, Church Clerk, Church Treasurer, and the Chair of the Property Management Committee. Officers shall be Church members.

B. Lead Pastor & Other Staff

The church shall have one Lead Pastor and any number of additional pastors and/or staff as the congregation may approve.

1. Lead Pastor

(i) The Lead Pastor's duties shall be to ensure that the preaching and teaching of the gospel, the conduct of services of worship and prayer, the administration of the ordinances, the pastoral care of members and adherents, and the general spiritual interest of the church are well attended to. He/she shall be an ex-officio member of all Ministries. He/she will be called to pastoral oversight by not less than a 75% vote at a special business meeting. Either the Lead Pastor or the Church may terminate the pastoral relationship by giving three months notice in writing or by some mutual consent. The Lead Pastor shall be accountable to the Governance Board Team who shall create a ministry description for the Lead Pastor and conduct a thorough annual performance review of him/her. All other staff will serve under the supervision of the Lead Pastor.

(ii) Upon the resignation or dismissal of the Lead Pastor four members of the Governance Board plus four members at large appointed by the congregation shall constitute the search committee tasked with recommending to the Church Membership a candidate to fill the position;

2. Other Staff

(i) Other staff, pastoral or otherwise, may be called from time to time as the need arises. Positions for other staff positions shall be created upon recommendation of the Governance Board and approved by a majority of the Church members at a duly called business meeting.

(ii) The Governance Board shall act as the search committee when seeking to fill these positions. The name(s) shall be referred to the congregation by the Governance Board, where a 2/3 vote of church members, at a duly called business meeting, is required for the position(s) to be filled.

(iii) These staff may be dismissed from a position after a 2/3 vote of the Governance Board. This should only come in cases of severe moral failure or after repeated efforts by the Board to, in love, address issues of ministry performance and restore the staff member to the place where they are able to adequately carry out their ministry responsibilities;

(iv) Other paid staff members shall work under the leadership of the Senior Pastor as outlined in the ministry description set by the Lead Pastor and the Governance Board.

C. Moderator (Governance Board Chair)

The Moderator shall preside as chair at all business meetings of the congregation and shall be Chair of the Governance Board. The Moderator shall have such other duties as may be required by this constitution, or as may be assigned by the Governance Board from time to time.

D. Clerk (Governance Board Secretary)

The Church Clerk shall act as Secretary of all Business Meetings of the Church and the Governance Board and shall perform such other duties as may be required by law, this constitution, or as may be assigned by the Governance Board.

- (i) The Church Clerk shall record the minutes of all business meetings;
- (ii) The Church Clerk shall receive and dispatch all letters of transfer of Church membership.
- (iii) The Church Clerk shall act as corresponding secretary of the Church.
- (iv) The Church Clerk shall keep or cause to be kept an accurate register of members;
- (v) The Church Clerk shall appoint someone to act at a particular meeting when the clerk will be absent (if the clerk or his appointee is not present, the meeting will elect a clerk).
- (vi) The Church Clerk shall report on the Church membership at each Annual Meeting.
- (vii) The Church Clerk shall deliver immediately to the successor all records, past and present.

The Church Clerk may serve consecutive terms indefinitely, subject to affirmation annually by the Governance Board and the Congregation.

E. Treasurer

1. The treasurer shall be nominated by the Board of Governance and shall be appointed upon a 2/3 vote by the Church Membership at a duly called business meeting. The treasurer may serve consecutive terms indefinitely, subject to affirmation annually by the Governance Board and the Church Membership.
2. The treasurer shall keep an accurate account of all receipts and expenditures, shall have charge of the funds of the Church, shall keep a bank account for the same and make payments only when authorized by the Church or Governance Board, except for regular budgeted expenses. The treasurer shall present to the Church a weekly summary of giving, a financial report to all regular Governance Board meetings, meetings, and a year-end report to the Audit Committee in sufficient time for audit and approval at the Annual Business Meeting.

Article 12 MISCELLANEOUS

A. Changing the Constitution:

The constitution may be changed or amended at any regularly called business meeting of the Church by a two-thirds vote of members present, provided notice of such proposed changes or amendments has been given from the pulpit at least two Sundays prior to the meeting. Proposed amendments shall be made available in writing two Sundays in advance of the meeting.

PROPOSED MBC GOVERNMENTAL STRUCTURE

