

POLICIES AND PROCEDURES OF BETHANY BAPTIST CHURCH

This document explains the various ways BBC operates as a local church. It is intended to provide BCC with an orderly way of fulfilling its various ministry responsibilities. The various Ministry Leaders of BBC are consistently encouraged to think through their ministry purpose so as to necessitate the need to adjust, modify, and/or change the policies and procedures found in this document. Any change to this document should follow the procedure outlined in the Constitution and the Policies and Procedures of Bethany Baptist Church.

New Members

Potential new members will attend the “Discovery Class” to better acquaint themselves with BBC and to promote harmony among our members. Exceptions for attendance of the “Discovery Class” can be made on a case-by-case basis by the Elders. The Council of Elders will interview potential new members and make a recommendation for membership to the congregation.

Membership

Membership at BBC is intended not only to allow for a believer to grow in the grace and knowledge of Jesus Christ, but also to provide members an avenue of active participation in the ministries of BBC. As a result, we teach our members to possess a living faith that can be expressed by:

- A faithfulness that promotes Christ’s glorification at BBC:
 - By actively growing in the Christian life. (Philippians 2:12-14)
 - By careful admonishment of one another. (Romans 15:14)
 - By quickly forgiving one another. (Ephesians 4:32)
 - By joyful submission to one another. (Ephesians 5:21)
 - By cooperating with God-ordained spiritual leaders. (Hebrews 13:17)
- A faithfulness that builds the Body of Christ at BBC:
 - By praying consistently for the members of BBC. (Colossians 4:2)
 - By using spiritual gifts and natural talents to encourage and strengthen others. (Mark 10:45; 1 Peter 4:10)
 - By humbly considering others as more important than ourselves. (Philippians 2:1-4)
 - By sacrificially loving one another. (1 John 3:16)
 - By limiting our freedom in Christ (Christian Liberty) so as not cause a weaker brother to stumble in the faith. (Romans 14; 1 Corinthians 10-12)
 - By contributing financially on a regular basis. (2 Corinthians 9:7)
- A faithfulness that testifies to the lost who need Christ:
 - By sharing the Gospel with the lost as the Lord leads. (1 Peter 3:15)
 - By warmly welcoming all who visit our services. (James 2:1-3)
 - By living wisely and speaking graciously among the lost. (Colossians 4:5-6)
 - By honorably accepting the persecution that comes from the lost. (Philippians 1:27-30)

In addition, those members seeking to be involved in a formal ministry of BBC may contact Ministry Leaders or the Elders for more information. No ministry of BBC may be undertaken on its behalf without the approval of the Council of Elders.

Furthermore, the Council of Elders, by virtue of their delegated authority, may appoint individuals, teams, councils, or committees to assist in accomplishing the ministry of BBC.

Finally, the Council of Elders will review the membership roll. Based upon this review, the names of those members who have not been in fellowship with us, and/or have failed to communicate with us regarding their membership with our church, will be presented to the congregation for removal at an annual meeting.

Offices (Elders, Deacons, Ministry Leaders)

Elders (Vocational / Lay Elders)

By definition, a Vocational Elder is one who is financially supported by the church, while a Lay Elder would be defined as an Elder who is financially supported by another means. It is understood that Vocational Elders are able to devote more time to the ministry of the Word and prayer, but Lay Elders are just as valuable for the ministry. The ratio between Vocational and Lay Elders will be determined by the finances of the church and the particular calling of a man.

Appointment

According to the Scriptures, Elders are appointed by God and confirmed by the congregation (Acts 20:28). A task of BBC is to seek and discover God's direction and leading in choosing men who would serve as Elders at BBC. The process for selecting an Elder at BBC is based upon the following sequence of events:

- When the need arises for selecting an Elder, the existing Elders will assume primary responsibility for seeking that man. The specific nature of the need and the decision to seek a new Elder would be announced to the congregation. The congregation may suggest qualified men for the position based on the biblical criteria for Elders.
- If the Council of Elders, after a period of prayerful consideration and investigation, believe a man to be considered as a nominee, that man will meet with the Council of Elders to discuss the specific nature of the need and to determine the man's willingness to serve at BBC.
- If the nominee and the Council of Elders find agreement with and between each other, then the Council of Elders will notify the congregation of the time and place for:
 - Teaching opportunities for the nominee.
 - Opportunities for discussion with the congregation and the nominee.
- If, after all the teaching, discussions, and evaluations, the Council of Elders discern that the Lord is leading to extend an invitation to the nominee to join BBC as an Elder, a time will be announced for conducting a vote by the congregation to extend an invitation to be an Elder at BBC.
- To insure substantial agreement among the congregation for God's selection of the nominee, $\frac{3}{4}$ vote will be necessary for extending an official invitation to the nominee to join BBC as an Elder. See Constitution under "Congregational Meetings—Voting."
- In the event that BBC ever finds itself with no Elders:
 - The Deacons will select from the congregation five (5) men to be a Pulpit Committee. The Pulpit committee will follow the procedures outlined above to search for an Elder. This Committee will be dissolved from its duties when the new Elder assumes his duties.
 - The Deacons will select from among themselves one man who would moderate Congregational Meetings and Family Meetings.

Tenure

The tenure of an Elder is for an indefinite period of time consistent with their continued desire and ability to serve.

Discipline

The discipline of an Elder will be in accordance with Galatians 6:1 and 1Timothy 5:19-20. The specific procedures for this are explained under "Membership Discipline" in our Constitution with the following additions:

- Where a grievance exists against an Elder, either due to his preaching or teaching contrary to the beliefs of the Church as set forth in Section 1 of the Constitution or to alleged conduct on his part unfitting of an Elder, such grievance may be brought before the Council of Elders by any two members in good standing. After thorough investigation and consideration, if the Council of Elders believes the grievance to be true, the Council of Elders would seek for the restoration of the Elder in question.
 - Such restoration may include a public rebuke before the congregation with a return to ministry.
 - Such restoration may include a public rebuke and recommendation for termination from ministry at BBC. Said recommendation for termination would be with congregational approval, requiring a ¾ vote of those members present.

In the event of either a voluntary resignation of an Elder or the termination of an Elder, the Council of Elders will recommend to the congregation a severance package for their approval.

Sabbatical from Service

A sabbatical from service is intended to completely release an Elder from the duties and responsibilities of ministry for a period of time to refresh and strengthen him for continued service.

- Every three (3) years an Elder may be eligible for a sabbatical from service.
 - If a Lay Elder, the sabbatical can extend for up to one (1) year.
 - If a Vocational Elder, the sabbatical can extend for up to one (1) month.
- The time of a sabbatical must be taken as a block of time so as to maximize the intent of the sabbatical.

Dates for sabbatical from service will be agreed upon by the Council of Elders and communicated to the congregation.

Organization

While it is recognized in Scripture that Elders are equal in position, they will differ in specific responsibility. Therefore, Elders at BBC will be arranged as a Council. The Council of Elders will organize itself in the following way:

- BBC desires to have as many Elders as the Lord provides.

- Spiritual and administrative responsibilities will be divided among the Elders based on giftedness and talents. In addition, for those men who serve as Lay Elders, consideration for service will include time constraints.
- Any issue that requires a vote by the congregation will not be brought to the congregation without unanimous agreement by the Council.
- Council meetings will take place on a regular basis to oversee BBC.
- A period of time will be set aside at regular Council meetings to allow for members in good standing to speak to the entire Council about an issue.
- The Council of Elders will support this Constitution in its entirety and fulfill its various requirements with integrity and dedication.

Discretionary Fund

The Council of Elders will be able to spend up to \$1,000 per occurrence, without congregational approval, on behalf of BBC. Each year at the annual meeting, the Council of Elders will give a report of any and all discretionary funds used.

Deacons

Qualifications

The number of Deacons that BBC needs will be determined by, but not limited to, the following:

- The size of the congregation.
- The particular needs of the congregation.
- The work of the Holy Spirit in the congregation.
- The availability of qualified men.

Selection

The following procedure will be used to select Deacons who will minister to and for us:

- Prayerful consideration concerning the needs of the congregation.
- Consultation with the congregation about those needs and a request from them to recommend to the Council of Elders those Saints they believe meet the qualifications.
- The Council of Elders will carefully review and prayerfully consider the names submitted to them, along with any additional names they believe to be qualified.
- At the annual meeting of the church, the congregation will elect Deacons.
- A Deacon's term of service will be for one (1) year. If he is unable to fulfill his responsibilities in that year, the Council of Elders has the option of either appointing someone to fulfill that term of service or leaving the position open until the next Annual meeting.

Organization

Deacons will be organized in accordance with, but not be limited to, the following:

- Facilities Team
 - The Facilities Team will be responsible to assist the Council of Elders with the physical properties of BBC, which would include all properties, grounds, and vehicles. Beyond budgeted items, they will be allowed to spend up to \$1,500 per occurrence without congregational approval.

- In the event of an emergency or potential emergency, the Facilities Team will be allowed to spend up to \$10,000 per emergency without congregational approval. (An emergency would be defined as an event that could cause or has caused catastrophic damage to our facilities.)
- Three (3) members of the Facilities Team will act as Directors for our Non-Profit status.
- Benevolence Team
 - The Benevolence Team will be responsible to assist the Council of Elders in acts of mercy that are necessary to comfort members of the congregation during a time of personal need.
 - The Benevolence Team will be responsible to assist the Council of Elders with the financial needs of members of the congregation.
 - The Benevolence Team will be responsible to receive, hold, and disburse a “Deacons Fund” of benevolence for members of our congregation who need assistance.
 - At the annual meeting, a report will be submitted that will contain total receipts and total disbursements of the Deacons Fund for that fiscal year.
- Service Team
 - The Service Team will be responsible to assist the Council of Elders with needs that could arise with members of our congregation. This assistance would involve direct help and/or organization of help as members of BBC experience a need.
 - The Service Team will be responsible to assist the Council of Elders with the various events that involve the entire church fellowship. This would include, but not be limited to, the celebration of the Lord’s Table, fellowship meals, special meetings, etc.

Since the needs of the Saints change over time, it will be necessary to periodically adjust and redesign the organization of Deacons.

Ministry Leaders

The Lord has richly blessed our fellowship with Saints who desire to worship Him through their service to others. As a result, many of our ministries are led by men and women who use their gifts and talents to serve others at and through BBC.

Qualifications

The qualifications to serve as a Ministry Leader would include, but not be limited to, a maturity of faith that is evident by a consistent life with Christ, a sacrificial love for others, and a burden for a particular area of ministry. (Romans 12:1-21; Philippians 2:1-4; Acts 6:1-7; Colossians 3:12-17)

Selection

In the New Testament church, both the Elders and the congregation play an important role in choosing Ministry Leaders. The following procedure will be used to select Ministry Leaders who will minister to and for us:

- Prayerful consideration concerning the needs of the congregation by the Elders and the congregation.
- Prior to the annual meeting, the Council of Elders will conduct a review of all ministries of the church and those who lead them.

- If any need arises as a result of the review, the Council of Elders will carefully and prayerfully consider Saints who might be able to serve.
- At the annual meeting of the church, the congregation will elect Ministry Leaders.
- A Ministry Leader's term of service will be for one (1) year. If a Ministry Leader is unable to fulfill his/her responsibilities in that year, the Council of Elders has the option of either appointing someone to fulfill that term of service or leaving the position open until the next Annual meeting.

Responsibilities

- Ministry Council
 - The Ministry Council will be responsible to assist the Council of Elders with the formal ministries recognized by BBC.
 - The Ministry Council will be composed of the leaders of the various ministries that are formally recognized as ministries of BBC.
 - An Elder will lead the Ministry Council.
- Missions Team
 - The Missions Team will be responsible to assist the Council of Elders with the organization and administration of BBC's mission program.
 - Four (4) members of our church will be elected annually at the annual meeting to be members of the Missions Team.
 - An Elder will lead the Missions Team.
- Administrative Team
 - Church Clerk:
 - One (1) member of our church will keep a permanent record of all the congregational meetings of the church.
 - Financial Team:
 - Treasurer—One (1) member of the church will maintain the finances of the church.
 - Assistant Treasurer—One (1) member of the church will assist the treasurer in maintaining the finances of the church.
 - Financial Secretary—One (1) member of the church will maintain the financial records of the church.
 - Auditors:
 - A team of two (2) people will review the finances of the church. They will provide an auditor's report to the congregation at the annual meeting.
 - Staff Compensation and Benefits Team:
 - All paid staff will be paid a salary commensurate with:
 - Their abilities, duties, and experience. (1 Timothy 5:17-18; Galatians 6:6-10; 1 Corinthians 9:6-11)
 - The size of the church.
 - The scope of ministry responsibility.
 - A team of three (3) people will be elected annually to review staff salaries and benefits and make recommendations to the congregation concerning them at the annual meeting.

- Their recommendations concerning changes in salaries for paid staff members will be reviewed and incorporated into the yearly budget for consideration by the congregation.
- A Lay Elder will lead the Staff Compensation and Benefits Team. If BBC does not have any Lay Elders, then one Deacon from the Benevolence Team will lead the Staff Compensation and Benefits Team.

Since the needs of the Saints change over time, it will be necessary to periodically adjust and redesign the organization of Ministry Leaders.

A member of the Council of Elders will be assigned to oversee any and all organizations of BBC. In addition, any group or ministry that desires to serve the congregation as a formal ministry of BBC must have approval by the Council of Elders. Any funding for a ministry of BBC must have approval by the congregation.

Finances

Since financial giving is a tangible expression of salvation in Christ, BBC desires to handle its finances with care, wisdom, and integrity both for the glory of Christ and the good of His Bride, the Church (2 Corinthians 8:20-21). With this in mind, the following policies will be used with our finances and in making financial decisions:

- Financial offerings will go into the General Fund.
 - An exception to that rule will be for financial offerings that are designated for a specific need or ministry. In that case, those financial offerings will go into a Special Fund.
 - Special Funds will be used as designated.
 - The Council of Elders may recommend to the congregation, for its approval, that a Special Fund be used for something other than its designation.
- BBC has the responsibility to provide financial support for the advancement of the Gospel through missions.
 - Any and all financial support of missions will be in accordance with Bethany Missions Policies and Procedures.
 - Any and all financial support of missions will be approved by the congregation.
- An annual budget will be presented to the congregation for their approval at the annual meeting.
- Unless otherwise stated in this document, disbursement of funds will require either congregational approval or be made in accordance with a current church budget.
- In order to maintain financial integrity, the Treasurer will monitor all the income and expenses of the church. That would include, but not be limited to, paying all financial obligations, keeping financial records, providing monthly financial statements for the congregation, and any other financial duties as prescribed by the Council of Elders.
- Any question by a member of the congregation regarding the finances of BBC will be answered by the Council of Elders and/or the Treasurer.

Meetings

Services

The congregation will gather for regular services. Adjustments to our regular services may be made by the Council of Elders. They also will have the responsibility to cancel any regular service due to inclement weather, catastrophe, holiday, or other issue deemed appropriate.

Congregational Meetings

Meetings that require a vote will be called Congregational Meetings.

- An issue that requires a congregational vote will come to the congregation based upon a recommendation from the Council of Elders.
- An eligible voting member will be one who is in full fellowship with BBC and is at least eighteen (18) years of age.
- One who has not attended a public service of BBC in the last thirty (30) days will be considered ineligible to vote at any meeting that requires a vote.
- BBC will have an annual meeting to approve an annual budget, elect Deacons and Ministry Leaders, and/or address any other issue deemed necessary.
- Special Congregational Meetings may be called throughout the year by the Council of Elders, provided that notice of such meeting is communicated two (2) weeks prior to the meeting.

A member of the Council of Elders will moderate all Congregational Meetings.

Family Meetings

Meetings that do not require a vote will be called Family Meetings.

Family Meetings may be called periodically during the year at the discretion of the Council of Elders to discuss with the congregation issues or topics that affect BBC.

- Family meetings may take place during a regularly scheduled gathering of the church or at another time deemed necessary by the Council of Elders.
- Family meetings may be called by the Council of Elders as long as one (1) week's notice of the meeting is given to the congregation.

A member of the Council of Elders will moderate all Family Meetings.

Facilities / Vehicles

Members of BBC may use the facilities and/or vehicles in various ways that do not conflict with service schedules, special events, or other activities that involve our congregation. Prior approval by the Council of Elders is necessary for the use of our facilities and/or vehicles. No group, organization, or gathering of people who are not members of BBC can use the facilities and/or vehicles of BBC without the approval of the Council of Elders. Furthermore, anyone who uses the facilities and/or vehicles will refrain from certain behaviors that dishonor Christ. Such behavior would include, but not be limited to, the consumption of alcohol, graphically violent or sexually explicit entertainment, smoking or illegal drug usage, or any other activity deemed inappropriate by the Council of Elders.

Amendments

The Constitution and the Policies and Procedures Manual may be amended or portions of it replaced when the need for change is recognized by the Council of Elders and the members of BBC. At the time such need is believed to be present, the Council of Elders, after consultation with the congregation, will recommend the necessary changes so long as the changes are in agreement with Scripture. All essential information on the matter will be communicated to the congregation in written form, providing adequate time for study and response. A date will be proposed to vote on such revisions. At least two (2) weeks' notice will be provided to the congregation regarding such a vote.

Review

The Constitution and Policies and Procedures Manual will be reviewed every five (5) years by the Council of Elders. Upon that review, they may recommend to the congregation for their approval any adjustments, revisions, or changes to either the Constitution, the Policies and Procedures Manual, or both.