

By-Laws of Pleasant Ridge Baptist Church

PREAMBLE

Pleasant Ridge Baptist Church is a sovereign Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church. Therefore, these By-Laws are adopted to facilitate and clarify the way in which this Church carries out its operations and missions.

DEFINITIONS

For clarification

- A. The Church year begins September 1.
- B. The Fiscal year begins January 1.
- C. The annual business meeting will be held at the third quarter Business Meeting.

ARTICLE I CHURCH MEMBERSHIP

SECTION 1. GENERAL

- A. The membership of this Church shall consist of all persons who have met the **requirement requirements** for membership **as defined in Article 1, Section 2.A. and have** been approved by the congregation, and **shall be** listed on the membership roll.

[Edits made to clarify that the requirements for membership are plural and for grammatical clarity.]

- ~~B.—The Pastor, Deacons, staff, teachers, and committee members shall be members of this Church in good standing.~~

[Clause struck from document as unnecessary as such stipulations are detailed in the sections of this document specifically pertaining to these offices and roles.]

~~C.—Any dissent concerning a candidate for membership should be referred to the Pastor and or the Deacon Body in confidence.~~

[This statement shall be moved to a more appropriate location in the section regarding candidacy for membership. See Article 1, Section 2.C.3.]

SECTION 2. CANDIDACY

A. Any person may offer himself/herself as a candidate for membership in this Church by one of the following means:

1. Profession of **salvation through** faith in Jesus Christ as Lord and Savior ~~and~~ **followed by obedience through** Scriptural Baptism (Immersion), unless physically incapable of being immersed;

[Insertions to clarify that PRBC affirms a regenerate membership of those who have had salvation experience. Also, punctuation added to each subsection here for grammatical accuracy.]

2. Promise of a letter from another Baptist Church of like faith and practice;
3. Statement of prior conversion experience and Scriptural Baptism (Immersion);
4. Scriptural Baptism (Immersion) if coming from another denomination that does not practice immersion **unless physically incapable of being immersed;**

[Insertion added to mirror subsection 1 regarding provision of exception for those unable to be immersed.]

5. Restoration as provided in Article 1, Section **76**.

~~B.—The A Pastor shall counsel all baptism candidates before their Baptism, and he/she will receive a copy of the Membership and Church Covenant.~~

[Clause struck to allow for provision of a new section.]

C. Upon presenting one's self to the church for candidacy, all candidates for membership shall consult with a pastor or assigned deacon regarding the requirements and responsibilities of church membership. All candidates shall receive a copy of the Membership Covenant and Church Covenant for review and agreement.

1. ~~After speaking with the Pastor, or assigned deacon, and after~~ **Upon consultation with a pastor or assigned deacon and upon** meeting all requirements for membership, **candidates for membership will be presented to the Church Body, who may will** approve their membership ~~in a any regular service~~ **by voice vote during any regular service. A Pastor shall counsel all baptismal candidates prior to their Baptism.**

2. **It is the conviction of Pleasant Ridge Baptist Church that church membership is a privilege granted not by the local church but rather by the Holy Spirit and then affirmed by the local church. (Ref. Acts 2:47, “And the Lord added to the church daily such as should be saved.”) Thus it is the responsibility of the local church not to serve as gatekeepers but rather to trust the work of the Holy Spirit and to nurture and disciple those whom God adds to His church and leads to our body.**
3. **Any ~~dissent concerning~~ concerns referencing a candidate for membership should be referred to a Pastor and or a Deacon in confidence as soon as possible.**

[This statement reworked in order to reflect the necessity of all prospective members to know the expectations of membership and expresses the church’s conviction regarding their role in receiving and discipling new members.]

D. All new members are encouraged to take a New Members Class ~~(if available)~~.

[This text is stricken in order to remove the optional nature of the course. The committee feels this is an important element needed to convey the value and responsibility of membership. The burden will fall to the church leadership to see that a New Members Class is designed and implemented.]

SECTION 3. RESPONSIBILITIES OF MEMBERS

In order to be a responsible **and active** member of this Church in good standing, members should

- A. Be in basic agreement with this Church’s statement of faith, mission, and purpose;
- B. Discover, develop, and deploy their spiritual gifts in the ministries of the Church;
- C. Be diligent to live according to the statements of the Church Covenant;
- D. Be faithful in attendance to Church services and activities;
- E. Become a student of the Word of God and of prayer;
- F. Make a commitment to personal evangelism and discipleship;
- G. Participate in scriptural stewardship of their time and talents;
- H. Support the work of the Church through their faithful tithes and offerings;
- I. Support, honor, and pray for the Church staff, leadership, and Body.

[Text addition to add clarity to what it means to be an active member. Punctuation added for grammatical syntax.]

SECTION 4. VOTING *RIGHTS AND* RESPONSIBILITIES OF MEMBERS

[Insertion of wording to indicate the right of voting given to members.]

- A. Only active members of the Church who are at least ~~16~~ **eighteen (18)** years of age and older are entitled to vote on matters submitted to the Church in meeting.

[Edit to age made to reflect perceived needs of member maturity in voting and to parallel societal norms in a legal voting age.]

- B. Members must be present to vote. **Proxy and/or absentee voting are not permitted.**

[Addition made for clarification.]

- ~~C. Inactive members are not eligible to vote.~~

- ~~1. — Inactive members are defined as a member ~~members~~ whose predominate **predominant** attendance is at another Church, or a member ~~members~~ who has **have** not attended a regular Church ~~worship~~ service in six ~~three~~ months, with exception **given** to those members who are unable to attend worship due to health, military service, mission assignment, or ~~having~~ left the area to further their education with plans on returning to the Church.~~

[Stricken and moved to new Section 5.]

- C. Any questions of eligibility will be referred to the Pastor(s) and Deacon Body.

SECTION 5. INACTIVE MEMBERS

- A. **Inactive members are defined as members whose predominant attendance is at another Church or members who have not attended a regular Church worship service in three months, with exception given to those members who are unable to attend worship due to health, military service, mission assignment, or having left the area to further their education with plans on returning to the Church.**
- B. **If a member becomes inactive, effort will be made by the Pastors and the Deacons to encourage that member to become active once again.**
- C. **If an inactive member remains inactive for a period of one (1) year, he or she shall be transferred to the Inactive Roll. Members on the Inactive Roll shall be reported as such should a request for a letter of transfer be received. Until such time as membership is terminated in accordance with Article I, Section 6 of this document, members on the Inactive Roll shall remain members of the church but shall be**

ineligible to vote on matters of church business until they resume active status and shall be removed from the Deacon Family Ministry listing.

- D. Upon resuming regular worship attendance, a member on the Inactive Roll may be restored to active status upon the member's request and at the recommendation of the Pastor or Deacon Body by a majority vote of the Church Body at any regular business meeting or a special business meeting called for that purpose.

SECTION 56. TERMINATION OF MEMBERSHIP

A. Membership will be terminated in one of the following ways:

1. Death;
2. Letter of transfer to another Baptist Church of like faith and practice;
 - a. ~~Letters of transfer shall be granted only to other Churches of like faith and order, and not to the individual member requesting a letter of transfer.~~ If member is under disciplinary actions, he or she will not be granted a letter of transfer.
3. **Statement of good standing issued upon request to an evangelical Christian congregation of non-like faith and practice;**
 - a. **If member is under disciplinary actions, he or she will not be granted a statement of good standing.**
 - b. **Statements of good standing will not be issued to organizations that are not explicitly evangelical in nature. Questions regarding the nature of a requesting organization shall be referred to the Pastor(s) and Deacon Body.**
4. Disciplinary action of this Church as provided in Article 1, Section 76;
5. Personal written request for name to be removed from Church membership;

~~B. Membership may be terminated if a member fails to attend a regular worship service in a year's time (1 year). After a year's time of inactivity, the member(s) will be turned over to the Deacon Body and Pastor so that the disciplinary action as provided in Article 1, Section 6 may begin. Excluded from this are members who are unable to attend worship due to health, military service, mission assignment, or left to further their education with plan on returning to the Church.~~

[Section stricken as it is considered a practice that while laudable for its efforts to maintain discipline is not beneficial to the church and is difficult to police. A similar effect is achieved

through the steps in the new Section 5, has been modeled in other churches' by-laws, and is recommended by our interim pastor.]

SECTION 67. DISCIPLINE

- A. ~~Should~~ **In the event that immorality, heresy, or** some serious condition ~~exist~~ **should develop** which would cause a member to become a liability to the general welfare of the Church, every reasonable measure will be taken by the Pastor(s) and Deacons to resolve the problem in accordance with Matthew 18:15-35, I Corinthians 5:1-13, II Corinthians 2:1-11.

[This insertion made in order to parallel the description of reasons a staff member or deacon may face church discipline. After all, the officers and leaders of the church are to model the standard – not to be held to a higher one. Also, statement moved to letter A with edits to text.]

- B. It shall be the basic purpose of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor(s), Deacons, or other members are available for counsel and guidance. Reconciliation rather than punishment should be the guideline that governs the attitude of one member toward another.

- C. A spirit of Christian kindness and forbearance shall pervade all such proceedings. If it is determined that the welfare of the Church will best be served by the exclusion of the member, the Church may take this action by a two-thirds (2/3) vote of the members present and voting at a special meeting by secret ballot called for this purpose. The Church Body must have prior notification of the meeting place and time of this special called meeting. The Church may then proceed to declare the offender to be no longer a member of the Church.

- D. Any person whose membership has been terminated for any condition which has made it necessary for the Church to exclude him/her; may upon his/her request, **and upon evidence of his/her repentance and reformation**, be restored to membership by the recommendation of the Pastor(s) **and Deacon Body**; and an affirmative vote of **two thirds (2/3) of the Church Body present and voting at a regular meeting or a special meeting called for that purpose** ~~upon evidence of his/her repentance and reformation.~~

[Edits made for clarification of intent and to share accountability between pastor and deacons.]

ARTICLE II **OFFICERS**

SECTION 1. GENERAL

- A. The Scriptural officers of a Church of the Lord Jesus Christ are Pastors and Deacons (Acts 13:2-3; 1 Tim. 3:1-13; Titus 1:5-9; 1 Peter 5:1-4). Pleasant Ridge Baptist Church affirms the Scriptural authority of these offices and of the men duly ordained to them.
- B. Pleasant Ridge Baptist Church additionally elects and appoints other persons from within its membership to serve as officers necessary for our operation as an incorporated entity within our civil government (cf. Rom. 13:1-7), namely a treasurer, a clerk, and trustees.
- C. All officers of Pleasant Ridge Baptist Church shall be active members in good standing as described in Article I, Section 3.

[Section added to give introductory information regarding our Scriptural and civil basis for appointing officers.]

SECTION 1 2. THE PASTOR

A. **The Pastor shall be a man of Baptist faith and convictions who is duly licensed as a minister of the Gospel. Furthermore, he shall either be ordained to the Gospel Ministry or else be eligible for ordination by meeting the Scriptural qualifications for elders (pastors) found in 1 Timothy 3:1-7 and Titus 1: 5-9.** The Pastor ~~should~~ **shall** be committed to the Lord Jesus Christ, the local Church, and his own spiritual growth. His character ~~should~~ **shall** be evident. ~~The following qualities ought to be part of his life. He should~~ **shall have a** ~~A~~ heart that deeply desires to serve the Lord. His motivation for serving ~~should~~ **shall** be the glory of God, and God's calling upon his life to serve Jesus and the Church. He ~~should~~ **shall** have a daily discipline to spend time alone with the Lord in Bible study and prayer. He ~~should~~ **shall** have a high standard of personal holiness. He ~~should~~ **shall** be faithful to tithe as a faithful member of the Church, and to give to special offerings when he feels the Spirit leads. He ~~should~~ **shall** strive to have faithful attendance to all Church services and special Church related events. His life must be above reproach. He ~~should~~ **shall** be a man who is teachable and approachable, one who listens well before speaking, and **one who** is loyal to ~~the Ministerial Staff and~~ Pleasant Ridge Baptist Church **and the Church Staff**. He will fulfill the Biblical requirements set by God for the position of Pastor ~~found in 1 Timothy 3:1-13;~~ (1 Peter 5:1-4; Acts 20:28).

[These edits further clarify the qualifications for one called to serve as pastor of PRBC.]

~~B.~~ **The Pastor serves as both an officer of the church and as a member of the staff. A complete listing of his duties and the position job description including beginning compensation shall be developed and maintained by the Personnel Committee and maintained in the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual. The Pastor's duties shall include, but are not limited to:**

- ~~1. — Prepare and deliver Sermons, Bible Study's, Prayer Services, and the Newsletter Message.~~
- ~~2. — Lead the Church in an effective program of witnessing and in caring ministry for persons in the Church and Community.~~
- ~~3. — Lead the Church in an effective program of visitation for members, prospects, and follow up on visitors.~~
- ~~4. — Conduct counseling sessions, performing wedding ceremonies, and conduct funerals as needed.~~
- ~~5. — Lead in the observance of the Lord's Supper and Baptism.~~
- ~~6. — Work with the other Church staff so as to keep the ministries of the Church vibrant.~~
- ~~7. — Act as the moderator of Church business meetings, or appoint a temporary moderator if the need arises.~~
- ~~8. — Serve as an ex officio member of all Church committees to assist them with planning, organizing, directing, coordinating, and evaluating the total program of the Church.~~
- ~~9. — Cooperate with the Southern Baptist Convention, State Convention, and Associational leaders in matters of mutual interest and concern; keep the Church informed of denominational development.~~
- ~~10. — Represent the Church in civic matters that it may be involved with.~~
- ~~11. — Participate in and represent your ministry in the Church Council.~~
- ~~12. — Must make arrangements (pulpit supply) when unable to perform his ministerial duties.~~
- ~~13. — Oversee contact with all supported Church missionaries and mission endeavors.~~
- ~~14. The position requires great flexibility in time schedule. It is a full time position.~~

[Removing the job description from the bylaws allows for flexibility both for the pastor and the church as ministry needs change with time.]

~~C.~~ **In the event of death, resignation, removal, or other emergencies affecting the pastor's ability to serve, the vacancy in the pastoral office shall be addressed in accordance with the procedure outlined in Section 1 of the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual. the Church Council shall select a Pastor Search Committee. Upon being approved by the Church Body, the Pastor Search Committee will seek out a candidate who meets the qualifications as set forth in 1 Timothy 3:1-7 **Article II, Section 2.A.** The committee will work within parameters given by the Personnel Committee for **to negotiate****

~~compensation and benefits for the perspective prospective Pastor,. The final compensation package which must be approved by the Church Body prior to extending a call. The committee will present to the church only one candidate at a time, and its recommendation will constitute a nomination.~~

1. Until such time as a new pastor is called to serve, the church will elect and call an Interim Pastor to provide leadership and prepare the church for its next pastor. The Interim Pastor shall be a man of Baptist faith and convictions who is duly licensed and ordained as a minister of the Gospel. The Deacons shall be charged with the task of nominating a prospective Interim Pastor and negotiating the terms and scope of his service including any compensation. The election of an Interim Pastor shall be at a special business meeting convened for that purpose after the Church has been given a two (2) week notice. The election shall be by secret ballot with an affirmative vote of 75% (3/4) of the active members present and voting. If the Interim Pastor resigns before a new pastor is called to serve, he must work out a minimum of two (2) weeks' notice.

2. To ensure continuity of leadership, until an Interim Pastor is elected or else a new Pastor is called to serve, the longest tenured Associate Pastor shall fulfill the pastoral duties within the church. In the event that there is no Associate Pastor, then the Deacon Body shall assume oversight of the administrative affairs of the church and schedule preachers to supply the pulpit, and the Chairman of the Deacons or his designee from the Deacon Body shall act as moderator for church business meetings.

[These insertions provide for a continuity of leadership in the absence of a pastor – an effort to prevent the confusion we faced this year from happening in the future.]

D. The election of ~~the~~ a new Pastor shall be at a **special business** meeting ~~called~~ **convened** for that purpose after the Church has been given a two (2) week notice. The election shall be by secret ballot with an affirmative vote of ~~two-thirds (2/3)~~ **75% (3/4)** of the **active** members present and voting **necessary to extend a call**. ~~If~~ **Once** elected, the pastor may serve an unlimited tenure of office, to be terminated at his pleasure or the pleasure of the Church. If the Pastor resigns, he must work out a minimum of two (2) weeks' notice.

[Some verbiage added for clarification. For instance, a meeting must be called with two weeks notice. The way it currently reads, we must give 2 weeks notice before we call a meeting. The intent is to have a two week notice before convening. The wording change specifies this. Also, the change

to a 75% affirmative vote is because 66% is too low for a pastor to come with confidence that the church is behind his leadership.]

- E. If circumstances warrant, such as immorality, heresy, preaching false doctrines, or other serious conditions, the Church may remove a Pastor from his **office position**. Such action may be **made taken** upon the recommendation of **the Personnel Committee, in consultation with the Deacon Body**, who may **also** immediately suspend the Pastor from all **job** duties, if warranted. A **special business** meeting shall be **called convened** for this purpose after a notice of two (2) weeks is given to the Church. The Chairman of the Deacons shall act as moderator, and the vote shall be by secret ballot. An affirmative vote of ~~two-thirds (2/3)~~ **a simple majority** of the **active** members present and voting shall be necessary to remove the Pastor from his **office position**. If the membership votes to remove the Pastor, the termination shall be effective immediately. The ~~Church-Council~~ **Personnel Committee** will then make accommodations for the Pastor to ~~exit the parsonage~~ **vacate church premises** in a timely manner that suits both parties. The Church Body, ~~will meet and determine~~ after the vote to remove the Pastor, **will determine** what ~~sort of, if any,~~ severance package, ~~if any,~~ will be given.

[Again, changes in verbiage serve to clarify. For example, the pastor may not reside in the parsonage but would still need to vacate the office. Vacating the premises covers all church-owned property. Also assigns personnel responsibility to the appropriate committee.]

SECTION 2 3. ASSOCIATE PASTOR(S) OF WORSHIP

- A. **An Associate Pastor shall be a man of Baptist faith and convictions who is duly licensed as a minister of the Gospel. Furthermore, he shall either be ordained to the Gospel Ministry or else be eligible for ordination by meeting the Scriptural qualifications for elders (pastors) found in 1 Timothy 3:1-7 and Titus 1: 5-9. An Associate Pastor shall be committed to the Lord Jesus Christ, the local Church, and his own spiritual growth. His character shall be evident. He shall have a heart that deeply desires to serve the Lord. His motivation for serving shall be the glory of God, and God's calling upon his life to serve Jesus and the Church. He shall have a daily discipline to spend time alone with the Lord in Bible study and prayer. He shall have a high standard of personal holiness. He shall be faithful to tithe as a faithful member of the Church and to give to special offerings when he feels the Spirit leads. He shall strive to have faithful attendance to all Church services and special Church related events. His life must be above reproach. He shall be a man who is teachable and approachable, and one who listens well before speaking. He shall be one**

who is supportive of the pastor's ministry and vision and is loyal to Pleasant Ridge Baptist Church and the Church Staff. He will fulfill the Biblical requirements set by God for the position of Pastor (1 Peter 5:1-4; Acts 20:28). ~~The Associate Pastor of Worship should be committed to the Lord Jesus Christ, the local Church, and his own spiritual growth. His character should be evident. The following qualities ought to be part of his life. He should have a heart that deeply desires to serve the Lord. His motivation for serving should be the glory of God, and God's calling upon his life to serve Jesus and the Church. He should have a daily discipline to spend time alone with the Lord in Bible study and prayer. He should have a high standard of personal holiness. He should tithe as a faithful member of the Church, and give to special offerings when he feels the Spirit leads. He should strive to have faithful attendance to all Church services and special Church-related events. He should be one who is teachable and approachable; one who listens well before speaking, and is loyal to the Senior Pastor, Ministerial Staff, and Pleasant Ridge Baptist Church. This position will be volunteer or paid at the discretion of the Church Body.~~

B. In response to the current needs within the church and to support the Pastor in his overall ministry to the congregation, an Associate Pastor may be called to serve the Church with specialized focus in a particular area or areas of ministry, and this specialized area shall be reflected in his title (i.e. Associate Pastor of Worship, Associate Pastor of Youth, etc.)

C. An Associate Pastor serves as both an officer of the church and as a member of the staff. A complete listing of his duties and the position job description and full title including beginning compensation shall be developed and maintained by the Personnel Committee.

~~The Associate Pastor of Worship duties shall include, but are not limited to:~~

- ~~1. Be available to assist with wedding ceremonies and funerals as needed.~~
- ~~2. Be available to assist the Senior Pastor with preparing and or updating policy and procedures, by laws, constitution, and other executive tasks.~~
- ~~3. Be available to replace the Senior Pastor when he is not able to attend committee meetings.~~
- ~~4. Be available to make home and hospital visits.~~
- ~~5. Be willing to assist in evangelizing and ministering to the community.~~
- ~~6. Be available to be a representative of the Church along with the Senior Pastor in local Baptist Association, State Convention, and National Convention.~~
- ~~7. Work with staff and worship committee to develop strategies to aide worshipers in their worship experience, and other areas of special needs or interest.~~
- ~~8. Develop teams to assist in all areas of worship.~~
- ~~9. Oversee Adult Choir. (if available)~~

- ~~10. Oversee Children's Choir, Youth Choir, and Music Specials. (if available)~~
- ~~11. Oversee Praise Team. (if available)~~
- ~~12. Oversee Praise Band. (if available)~~
- ~~13. Lead worship in all Church services.~~
- ~~14. To be available to the Senior Pastor for other opportunities of ministering to the needs of the Church Body.~~
- ~~15. Participate in and represent the Worship Committee on the Church Council.~~
- ~~16. Must make arrangements when unable to perform his ministerial duties.~~
- ~~17. The position requires great flexibility in time schedule.~~

- D. In the event of death, resignation, removal, or other emergencies affecting an Associate Pastor's ~~of Worship~~ ability to serve, **the vacancy in the pastoral office shall be addressed in accordance with the procedure outlined in Section 1 of the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual.** ~~the Church Council shall select a Search Committee. Upon being approved by the Church Body, the Search Committee will seek out a candidate who meets the qualifications as set forth by the Church. The committee will present only one candidate at a time, and its recommendation will constitute a nomination. The committee will within parameters given for compensation and benefits for the prospective Minister, which must be approved by the Church Body. Upon being approved by the Church Body, the Pastor Search Committee will seek out a candidate who meets the qualifications as set forth in Article II, Section 3.A. The committee will work within parameters given by the Personnel Committee to negotiate compensation and benefits for the prospective Associate Pastor. The final compensation package must be approved by the Church Body prior to extending a call. The committee will present to the church only one candidate at a time, and its recommendation will constitute a nomination.~~
- E. The election of ~~the~~ **a new Minister Associate Pastor** shall be at a **special business** meeting ~~called convened~~ for that purpose after the Church has been given a two (2) week notice. The election shall be by secret ballot with an affirmative vote of ~~two-thirds (2/3)~~ **75% (3/4)** of the **active** members present and voting **necessary to extend a call** ~~on a Sunday morning being necessary for a call to service.~~ **If** **Once** elected, the **Minister Associate Pastor** may serve an unlimited tenure of office, to be terminated at his ~~or her~~ pleasure or the pleasure of the Church. If the **Minister Associate Pastor** resigns, he/~~she~~ must work out a minimum of two (2) weeks' notice.
- F. If circumstances warrant, such as immorality, heresy, preaching false doctrines, or other serious conditions, the Church may remove **a Minister an Associate Pastor** from his/~~her~~ **office**

~~position.~~ Such action may be **made taken** upon the recommendation of **the Personnel Committee, in consultation with** the Pastor and Deacon Body, who may immediately suspend the **Minister Associate Pastor** from all ~~job~~ duties, if warranted. A meeting shall be ~~called convened~~ for this purpose after a notice of two (2) weeks is given to the Church. The Pastor shall act as moderator, and the vote shall be by secret ballot. An affirmative vote of ~~two-thirds (2/3)~~ **a simple majority** of the **active** members present and voting shall be necessary to remove the **Minister Associate Pastor** from his/~~her~~ **office position**. If the membership votes to remove the **Minister Associate Pastor**, the termination shall be effective immediately. **The Personnel Committee will then make accommodations for the Associate Pastor to vacate church premises in a timely manner that suits both parties.** The Church Body, ~~will meet and determine~~ after the vote to remove the Associate Pastor, **will determine** what, ~~sort of if any,~~ severance package, ~~if any,~~ will be given.

[Admittedly, the edits in this section are sweeping. The broadest strokes are to allow for future growth and flexibility to create more or different Associate Pastoral positions as the needs of the church evolve and/or grow. Other changes are to make the qualifications and procedures parallel that of the Pastor since the Biblical qualifications for an elder (pastor) are the same whether the man is lead pastor or an associate. Items in blue are again details I question.]

SECTION 3. YOUTH PASTOR

~~The Youth Pastor should be committed to the Lord Jesus Christ, the local Church, and his own spiritual growth. His character should be evident. The following qualities ought to be part of his life. He should have a heart that deeply desires to serve the Lord. His motivation for serving should be the glory of God, and God's calling upon his life to serve Jesus and the Church. He should have a daily discipline to spend time alone with the Lord in Bible study and prayer. He should have a high standard of personal holiness. He should tithe as a faithful member of the Church, and to give to special offerings when he feels the Spirit leads. He should strive to have faithful attendance to all Church services and special Church related events. He should be one who is teachable and approachable; one who listens well before speaking, and is loyal to the Senior Pastor, Ministerial Staff, and Pleasant Ridge Baptist Church. This position will be volunteer or paid at the discretion of the Church Body.~~

~~A. The Pastor's duties shall include, but are not limited to:~~

- ~~1. Work with staff to develop strategies for reaching Middle School & High School, and other areas of special need or interest.~~

- ~~2. Develops and facilitates existing programs for youth,
 - ~~a. Wednesday Night Youth Services~~
 - ~~b. Youth Sunday School~~
 - ~~c. Youth Events~~
 - ~~d. Help organize and lead Church/Youth mission trip~~~~
 - ~~3. Invite and visit youth in community.~~
 - ~~4. Follow up on all visitors to the group, prospects, and any professions of faith.~~
 - ~~5. To help in the hospital ministry when situation calls for it by visiting youth and their families.~~
 - ~~6. To be available to the Pastor for other opportunities of ministering to the needs of the youth. This may include counseling or visiting.~~
 - ~~7. Participate in and represent your ministry in the Church Council.~~
 - ~~8. Must make arrangements when unable to perform his Leadership duties.~~
- ~~B. In the event of death, resignation, removal, or other emergencies affecting the Youth Pastor's ability to serve, the Church Council shall select a Search Committee. Upon being approved by the Church Body, the Search Committee will seek out a candidate who meets the qualifications as set forth by the Church. The committee will present only one candidate at a time, and its recommendation will constitute a nomination. The committee will within parameters given for compensation and benefits for the perspective Pastor, which must be approved by the Church Body.~~
- ~~C. The election of the new Pastor shall be at a meeting called for that purpose after the Church has been given a two (2) week notice. The election shall be by secret ballot with an affirmative vote of two-thirds (2/3) of the members present and voting on a Sunday morning being necessary for a call to service. If elected, the Pastor may serve an unlimited tenure of office, to be terminated at his pleasure or the pleasure of the Church. If the Pastor resigns he must work out a minimum of two (2) weeks' notice.~~
- ~~D. If circumstances warrant, such as immorality, heresy, preaching false doctrines, or other serious conditions, the Church may remove a Pastor from his position. Such action may be made upon the recommendation of the Pastor and Deacon Body who may immediately suspend the Pastor from all job duties, if warranted. A meeting shall be called for this purpose after a notice of two (2) weeks is given to the Church. The Pastor shall act as moderator, and the vote shall be by secret ballot. An affirmative vote of two-thirds (2/3) of the members present and voting shall be necessary to remove the Pastor from his position. If the membership votes to remove the Pastor,~~

~~the termination shall be effective immediately. The Church Body will meet and determine after the vote to remove the Pastor what sort of severance package, if any, will be given.~~

~~E.—A Youth leader may be a volunteer in the absence of a Youth Pastor. The Youth Committee will nominate a youth leader who will strive to maintain the above mentioned expectations. The Youth Leader will be presented to the church body and voted on at a regularly scheduled meeting or special business meeting~~

SECTION 4. THE CHILDREN'S MINISTER

~~A.—The Children's Minister should be committed to the Lord Jesus Christ, the local Church, and one's own spiritual growth. One's character should be evident. The following qualities ought to be part of the Minister's life. The Minister should have a heart that deeply desires to serve the Lord. The Minister's motivation for serving should be the glory of God, and God's calling upon one's life to serve Jesus and the Church. The Minister should have a daily discipline to spend time alone with the Lord in Bible study and prayer. The Minister should have a high standard of personal holiness. One should tithe as a faithful member of the Church, and to give to special offerings when the Minister feels the Spirit leads. One should strive to have faithful attendance to all Church services and special Church related events. The Minister should be one who is teachable and approachable; one who listens well before speaking, and is loyal to the Senior Pastor, Ministerial Staff, and Pleasant Ridge Baptist Church. This position will be volunteer or paid at the discretion of the Church Body.~~

~~B.—The Minister's duties shall include, but are not limited to:~~

- ~~1.—Work with staff to develop strategies for reaching Elementary Schools, and other areas of special need or interest.~~
- ~~2.—Develops and facilitates existing programs for children
 - ~~a.—Children Sunday Morning Worship Service (Children's Church)~~
 - ~~b.—Wednesday Night Children Services~~
 - ~~c.—Assist with Children's Choir (if available)~~
 - ~~d.—Children Events~~
 - ~~e.—Help organize and lead Vacation Bible School~~~~
- ~~3.—Invite and visit children in community.~~
- ~~4.—Follow up on all visitors to the group, prospects, and any professions of faith.~~
- ~~5.—To help in the hospital ministry when situation calls for it by visiting children and their families.~~

- ~~6. — To be available to the Pastor for other opportunities of Ministering to the needs of the people. This may include counseling or visiting.~~
 - ~~7. — Participate in and represent your ministry in the Church Council.~~
 - ~~8. — Must make arrangements when unable to perform his or her Leadership duties.~~
- ~~C. — In the event of death, resignation, removal, or other emergencies affecting the Children Minister's ability to serve, the Church Council shall select a Search Committee. Upon being approved by the Church Body, the Search Committee will seek out a candidate who meets the qualifications as set forth by the Church. The committee will present only one candidate at a time, and its recommendation will constitute a nomination. The committee will work within parameters given for compensation and benefits (if needed) for the perspective Minister, which must be approved by the Church Body.~~
- ~~D. — The election of the new Minister shall be at a meeting called for that purpose after the Church has been given a two (2) week notice. The election shall be by secret ballot with an affirmative vote of two-thirds (2/3) of the members present and voting on a Sunday morning being necessary for a call to service. If elected, the Minister may serve an unlimited tenure of office, to be terminated at his or her pleasure or the pleasure of the Church. If the inister resigns he/she must work out a minimum of two (2) weeks' notice~~
- ~~E. — If circumstances warrant, such as immorality, heresy, preaching false doctrines, or other serious conditions, the Church may remove a Leader from his/her position. Such action may be made upon the recommendation of the Pastor and Deacon Body, who may immediately suspend the Minister from all job duties, if warranted. A meeting shall be called for this purpose after a notice of two (2) weeks is given to the Church. The Pastor shall act as moderator, and the vote shall be by secret ballot. An affirmative vote of two-thirds (2/3) of the members present and voting shall be necessary to remove the Leader from his/her position. If the membership votes to remove the Minister, the termination shall be effective immediately. The Church Body will meet and determine after the vote to remove the Minister what sort of severance package, if any, will be given.~~
- ~~F. — A Children's leader may be a volunteer in the absence of a Children's Minister. The Children's Committee will nominate a Children's leader who will strive to maintain the above mentioned expectations. The Children's Leader will be presented to the church body and voted on at a regularly scheduled meeting or special business meeting.~~

[Sections stricken as unnecessary since such offices can be covered under a blanket title of Associate Pastor if the role is to be an ordained minister. If it is to be a layman, then these are staff positions and not Scriptural officers of the church and can thus be addressed in the new Article concerning staff.]

SECTION 4 5. THE DEACONS

- A. **A Deacon shall be a man of Baptist faith and conviction, well-grounded in the doctrine of the Church, of honest report, and filled with the Holy Spirit and wisdom (Acts 6:3). He shall be either ordained or else eligible for ordination to the office of Deacon according to the Biblical requirements set by God for the office of Deacon found in 1 Timothy 3:8-16.** A Deacon ~~should~~ **shall** be committed to the Lord Jesus Christ, the local Church, and his own spiritual growth. His character ~~should~~ **shall** be evident. The following qualities ~~ought to be part of his life~~ **shall characterize a Deacon's life:- A he shall possess a** heart that deeply desires to serve the Lord;**;** ~~H~~**his** motivation for serving ~~should~~ **shall** be the glory of God;**;** and God's calling upon his life to serve Jesus and the Church;**;** ~~H~~**he** ~~should~~ **shall** have a daily discipline to spend time alone with the Lord in Bible study and prayer;**;** ~~H~~**he** ~~should~~ **shall** have a high standard of personal holiness;**;** ~~H~~**he** ~~should~~ **shall** tithe as a faithful member of the Church;**;** and ~~to~~ give to special offerings when he feels the Spirit leads;**;** ~~H~~**he** ~~should~~ **shall** strive to have faithful attendance to all Church services and special Church related events. ~~His~~ **A Deacon's** life must be above reproach. He ~~should~~ **shall** be a man who is teachable and approachable;**;** one who listens well before speaking, and **one who** is loyal to **Pleasant Ridge Baptist Church and supportive of** the ~~Ministerial Staff and Pleasant Ridge Baptist Church Pastor and Church Staff.~~ **He will fulfill the Biblical requirements set by God for the position office of Deacon found in Acts 6:3-8 and 1 Timothy 3:8-16.**

[Edited for grammar and syntax.]

- B. A Deacon shall have been an active male member of this Church for at least one (1) year, and be at least twenty-one (21) years of age **prior to his election to the office of Deacon.**

[Insertion made for clarification.]

- C. ~~A Deacon will remain a Deacon of Pleasant Ridge Baptist Church unless removed; see Article H, Section 5, F.~~ **A Deacon's term of service and tenure shall be governed by the following guidelines:**
- ~~1.~~ **Once elected and ordained, a Deacon will remain a Deacon of Pleasant Ridge Baptist Church unless removed pursuant to Article II, Section 3,G; however, a Deacon may be considered either Active or Inactive.**
 - ~~2.~~ **Deacons shall be elected to serve three year terms on Active Status during which they serve the Church as members of the Deacon Body.**
 - ~~a.~~ **After three years of active service, a Deacon rotates off the Active Deacon Body and becomes Inactive for a sabbatical term of at least one year. After a year, the Deacon is eligible for reelection to Active Status if he so desires to serve.**

- b. If the church should be unable to ordain a sufficient number of men to serve as deacons in a given year, a Deacon who is scheduled to rotate off of Active status may, at the discretion of the Deacon and the Church Body, forego the sabbatical year and be eligible for immediate reelection to another 3 year term on Active status.
- e. Inactive Deacons, while not actively serving the church in the roles prescribed for the Deacon Body, retain their ordination and are eligible to participate in ordination councils and services.
- d. The Church shall maintain a listing of all members who have been ordained as Deacons, both Active and Inactive.

[This is a new provision, moving to rotation system for deacons. Previously, a deacon has been a lifetime office. Under this change, the ordination of a deacon remains lifelong, but active service is limited in an effort to protect deacons from burnout, allow more men the opportunity to serve if qualified, and to protect the church's interests in the office of Deacon.]

D. Deacons shall be elected by the **procedure outlined in Section 1 of the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual.** ~~following means procedure:~~

- ~~1.—When the need for additional Deacons occurs, the Pastor and the active Deacons will request nominations from the church body and recommend names of the men who may meet the Church qualifications for Deacons **the Church Body shall have the opportunity to nominate men from among the Body to serve as Deacons. A list of all male members of the church will be provided to the Body upon which they may mark any they feel led by the Holy Spirit to nominate to the office of Deacon.**~~
- ~~2.—After receiving nominations the Deacons and Pastor **Upon nomination, the Pastor and active Deacons** will then contact each of the men **nominated** to answer any questions or concerns the candidate might have, and **to** inquire as to their willingness to serve as a Deacon, **and to ascertain whether or not the nominees meet the qualifications set forth in the Bible and in this document.**~~
- ~~3.—The Chairmen **Chairman** of the Deacons will then present the names of these men who qualify and are willing to serve **to** the Church Body for prayer and consideration. **A meeting shall be scheduled during which the Church Body may interview candidates in order to examine their fitness for service and decide, if a candidate is not ordained, whether or not to recommend the candidates for ordination. The Pastor shall moderate this meeting.**~~
- ~~4.—**If non-ordained candidates are recommended for ordination by the Church Body, the Pastor and Active Deacons shall be responsible for convening an Ordination Council. At the discretion of the Pastor and Deacons, the Council may include**~~

~~pastors and deacons from sister churches, if desired, but will consist only of duly ordained men. The proceedings of the Ordination Council may be public or private, at the discretion of the Council. The Ordination Council will further examine candidates for soundness of faith and fitness to serve and will issue a recommendation to the Church Body as to whether or not a candidate should be ordained.~~

- ~~5. Upon the conclusion of the work of the Ordaining Council (if any candidates are non-ordained), The the candidates will be voted on at a special called meeting for this purpose on a Sunday morning. The recommendation of the Ordaining Council shall be announced to the Church (if applicable), and The the election will shall be by secret ballot. for each candidate and will require two-thirds (2/3) affirmative vote. Each candidate will be voted upon separately, and election shall require a 75% (3/4) affirmative vote by active members present and voting on a Sunday morning.~~
- ~~6. The Pastor will be responsible for setting the time for the Ordination Council and the Ordination Service to be held for those men elected to serve as Deacons who have not been previously ordained.~~
- ~~7. Ordained Deacons who join the membership by letter from other Baptist congregations will be considered inactive for at least one (1) year. Then, at such time as needed, they may be elected as an active Deacon by the Church Body.~~
- ~~8. The Church is under no obligation to activate an ordained person who comes from another Church.~~

[This entire procedure has been reviewed and revised, but in order to allow the church to have flexibility in how to elects officers, the process has been removed from the by-laws and placed in the new policy manual. The references in the by-laws make the policy manual binding, but the policies themselves can be amended by the church at any time more easily than by-laws can be revised.]

- E. ~~The A Deacon's duties and those of the Deacon Body shall include, but are not limited to: are described in Article IV, Section 3 of these bylaws.~~
- ~~1. To seek to know and meet the physical and spiritual needs of the Church members through the Deacon Family Ministry.~~
 - ~~2. Serve as an advisory body to the Pastor in matters pertaining to the spiritual welfare of the Church Body, and missions/service opportunities to aide Church members.~~
 - ~~3. Attend regular Church services and support them with good will, prayers, and service.~~
 - ~~4. Attend regular Deacon meetings and special meetings called by the Pastor or Chairman.~~
 - ~~5. Assist in the preparation and observance of the Lord's Supper and Baptism.~~
 - ~~6. Select and oversee the ushers and greeters of the Church.~~

[Section stricken as unnecessary because the same material is covered in committee information for the Deacon Body.]

- F. An active Deacon may ~~lose his position by~~ **be removed from Active status at the will of the Church Body for reasons including:** failure to lead by example through faithfully fulfilling the responsibilities for membership as outlined in Article I, Section 3 of this document.
1. ~~Failing to attend at least seventy five percent (75%) of the Deacon meetings and worship services in a year's time (1 year).~~ **Deacons of Pleasant Ridge Baptist Church are expected to actively engage in joint accountability to ensure that the Deacon Body provides spiritual leadership first and foremost by example.**
 2. If a Deacon cannot or will not carry out his responsibilities and obligations to the Church Body for whatever reason, he should resign his ~~office position~~ by submitting a letter of resignation to the Chairman who will notify the Church Body.

[Edits made because the existing statements are difficult to police and also can be interpreted as much too stringent considering work schedules, etc. If Wednesday evenings are worship gatherings, then most of our deacons do not currently meet this criteria. Better solution is to reference the standards we ask them to model and to encourage the deacons to hold each other accountable.]

- G. If circumstances warrant, such as immorality, heresy, ~~preaching~~ **teaching** false doctrines, or other serious conditions, the Church may remove a Deacon from his ~~position~~ **office**. Such action may be ~~made~~ **taken** upon the recommendation of the Pastor and Deacon Body who may immediately suspend the Deacon from all ~~job~~ duties, if warranted. A meeting shall be ~~called~~ **convened** for this purpose after a notice of two (2) weeks is given to the Church. The Pastor shall act as moderator, and the vote shall be by secret ballot. An affirmative vote of ~~two-thirds (2/3)~~ **a simple majority** of the **active** members present and voting ~~on a Sunday morning~~ shall be necessary to remove the Deacon from his ~~position~~ **office**. If the membership votes to remove the Deacon, the termination shall be effective immediately.

[Edited for grammar, syntax, and parallelism with other ordained offices.]

SECTION 6. THE MINISTRY ASSISTANT

- ~~A. The Ministry Assistant should be a faithful member of good standing in a church of like faith. The following qualities ought to be part of one's life. One should have a heart that deeply desires to serve the Lord. One's motivation for serving should be the glory of God, and God's calling upon one's life to serve Jesus and the Church. One should have a daily discipline to spend time alone with the Lord in Bible study and prayer. One should tithe as a faithful member~~

~~of his/her Church, and to give to special offerings when one feels the Spirit leads. One should be a person who is teachable and approachable; one who listens well before speaking, and is loyal to the Senior Pastor, Ministerial Staff, and Pleasant Ridge Baptist Church.~~

~~B.—The Moderator of the Church business meeting will nominate a temporary Clerk to perform the Ministry Assistant’s duties if and when he or she is unable to do so.~~

~~C.—If the Ministry Assistant resigns or is no longer able to perform his or her duties for whatever reason, the Personnel Committee will be responsible for making a recommendation to the Church Council for approval to fill the position. Once approved, the Church Council will present the nominee and the compensation package to the church body. The Church Council will also be responsible for nominating someone and a compensation package to fulfill the position temporarily until the Body has a chance to meet and vote on a replacement.~~

~~D.—The Ministry Assistant duties shall include, but are not limited to:~~

- ~~1. Perform general secretarial functions.~~
- ~~2. Receptionist—phone; pick up, sort, & distribute the mail; send using USPS rules & regulations; non-profit bulk rate mailings when needed~~
- ~~3. Prepare church bulletins, newsletter, newspaper articles/announcements, update website~~
- ~~4. Organize and maintain a “central supply” area for church workers and teachers.~~
- ~~5. Maintain files: general, financial, personnel, legal documents, deeds, minutes;~~
- ~~6. Enlist volunteers to help with office tasks.~~
- ~~7. Maintain an accurate record of all proceedings of the regular and special called business meetings of the Church.~~
- ~~8. Provide Treasurer with a copy of all financial updates and changes approved by the Church Body.~~
- ~~9. Maintain a record of all tithes and offerings.~~
- ~~10. Prepare monthly financial statement.~~
- ~~11. Prepare and distribute all Church bills, mission checks, and expenses.~~
- ~~12. Prepare the payroll and deposits~~
- ~~13. Have knowledge of Generally Approved Accounting Policies.~~
- ~~14. Prepare all tax forms as required.~~
- ~~15. Prepare contribution statements for donors.~~
- ~~16. Maintain an accurate Church membership role.~~
- ~~17. Maintain the historical records of the Church, and serve as the Church historian.~~
- ~~18. Serve on the Church Council~~

~~E. “If circumstances warrant, such as moral, legal, or other serious conditions, the Church may remove a Ministry Assistant from his/her position. Such action may be made upon the recommendation of the Pastor and Deacon Body who may immediately suspend the Ministry Assistant from all job duties, if warranted. A meeting shall be called for this purpose after a notice of two (2) weeks is given to the Church. The Pastor shall act as moderator, and the vote shall be by secret ballot. An affirmative vote of two-thirds (2/3) of the members present and voting shall be necessary to remove the Ministry Assistant from his/her position. If the membership votes to remove the Ministry Assistant, the termination shall be effective immediately. The Church Body will meet and determine after the vote to remove the Ministry Assistant what sort of severance package, if any, will be given.”~~

[Section stricken from this Article to be included under a new Article for Staff.]

SECTION 5 7. THE TREASURER

- A. The Church Treasurer ~~should~~ **shall** be a faithful member ~~of in~~ good standing ~~in of~~ Pleasant Ridge Baptist Church. The following qualities ~~ought to be part of one’s life~~ **shall characterize the Treasurer’s life:** ~~One~~ should have a heart that deeply desires to serve the Lord; ~~One’s~~ motivation for serving should be the glory of God; and God’s calling upon one’s life to serve Jesus and the Church; ~~One~~ should have a daily discipline to spend time alone with the Lord in Bible study and prayer; ~~One~~ should tithe as a faithful member of the Church; and ~~to~~ give to special offerings when one feels the Spirit leads. ~~One~~ **The Treasurer** should be a person who is teachable and approachable; one who listens well before speaking, and **one who** is loyal to **Pleasant Ridge Baptist Church and supportive of** the Senior Pastor, ~~Ministerial Staff, and Pleasant Ridge Baptist Church and the Church Staff.~~ **This is a non-paid position.**
- B. If the Treasurer resigns or is no longer able to perform his or her duties for whatever reason, the **vacancy in the Treasurer’s office shall be addressed in accordance with the procedure outlines in the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual.** ~~Church Council will be responsible for making a recommendation to the Church Body for approval to fill the position office of Treasurer. The Church Council will also be responsible for nominating someone to fulfill the position temporarily until the Body has a chance to meet and vote on a replacement elect a new Treasurer.~~
- C. **The Church Treasurer is a non-paid office of the Church serving as the chief financial officer of the Church providing general oversight regarding all matters, procedures, and policies pertaining to the finances of the Church. The Church Council shall develop and**

maintain a complete position description and listing of duties to be performed by the Church Treasurer to be recorded in the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual. ~~The Treasurer's duties include, but are not limited to:~~

- ~~1. Oversee and ensure deposits are made.~~
- ~~2. Oversee all banking transfers.~~
- ~~3. Oversee the signing of checks.~~
- ~~4. Oversee and approve all financial transactions of the Church.~~
- ~~5. Oversee and approve all Church payrolls and expenses.~~
- ~~6. Oversee and approve the yearly tax forms for employees and contribution statements for Church members.~~
- ~~7. Select and oversee a group of tellers who will count all receipts and prepare deposits.~~

D. ~~“If circumstances warrant, such as moral, legal, or other serious conditions, the Church may remove a Treasurer from his/her **office position**. Such action may be **made taken** upon the recommendation of the Pastor and Deacon Body who may immediately suspend the Treasurer from all **job** duties, if warranted. A **special business** meeting shall be **called convened** for this purpose after a notice of two (2) weeks is given to the Church. The Pastor shall act as moderator, and the vote shall be by secret ballot. An affirmative vote of ~~two-thirds (2/3)~~ **a simple majority** of the **active** members present and voting shall be necessary to remove the **Ministry Assistant Treasurer** from his/her **position office**. If the membership votes to remove the Treasurer, the termination shall be effective immediately.”²²~~

[Edits in this section clarify grammar, simplify the description to allow for flexibility in the position requirements, and makes other elements uniform with other officer's sections.]

SECTION 8. THE CHURCH STAFF

- ~~A. Staff positions are those that are paid a compensation package for their job performances.~~
- ~~B. Staff positions shall be added or terminated according to the needs of the Church.~~
- ~~C. When the need for a staff position is determined and approved by the Church Body, the Church Council will be responsible for making a recommendation to the Church Body for filling the position.~~
- ~~D. The Church Council will draft and recommend a job description, benefit package, and salary for the staff position for approval by the Church Body.~~

~~E. The positions shall be filled by a majority vote of the Church Body at a regularly scheduled meeting.~~

~~F. "If circumstances warrant, the Church may remove a staff member from his/her position. Such action may be made upon the recommendation of the Pastor and or Deacon Body who may immediately suspend the staff member from all job duties, if warranted. A meeting shall be called for this purpose after a notice of two (2) weeks is given to the Church. The Pastor shall act as moderator, and the vote shall be by secret ballot. An affirmative vote of two-thirds (2/3) of the members present and voting shall be necessary to remove the staff member from his/her position. If the membership votes to remove the staff member, the termination shall be effective immediately. The Church Body will meet and determine after the vote to remove the staff member what sort of severance package, if any, will be given."~~

[Section stricken from this Article for replacement in a new article addressing Church staff.]

SECTION 6 . THE CLERK

D. The Church Clerk shall be a faithful member in good standing of Pleasant Ridge Baptist Church. The following qualities shall characterize the Clerk's life: one should have a heart that deeply desires to serve the Lord; one's motivation for serving should be the glory of God and God's calling upon one's life to serve Jesus and the Church; one should have a daily discipline to spend time alone with the Lord in Bible study and prayer; one should tithe as a faithful member of the Church and give to special offerings when one feels the Spirit leads. The Clerk should be a person who is teachable and approachable, one who listens well before speaking, and one who is loyal to Pleasant Ridge Baptist Church and supportive of the Senior Pastor and the Church Staff.

E. If the Clerk resigns or is no longer able to perform his or her duties for whatever reason, the vacancy in the Clerk's office shall be addressed in accordance with the procedure outlined in the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual.

F. The Church Clerk is a non-paid officer of the Church serving as the chief secretary of the Church providing general oversight regarding all matters of business, membership, and official correspondence of the Church. The Church Council shall develop and maintain a complete position description and listing of duties to be performed by the Church Clerk to be recorded in the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual.

D If circumstances warrant, such as moral, legal, or other serious conditions, the Church may remove a Clerk from his/her office. Such action may be taken upon the recommendation of the Pastor and Deacon Body who may immediately suspend the Clerk from all duties, if warranted. A special business meeting shall be convened for this purpose after a notice of two (2) weeks is given to the Church. The Pastor shall act as moderator, and the vote shall be by secret ballot. An affirmative vote of a simple majority of the active members present and voting shall be necessary to remove the Clerk from his/her office. If the membership votes to remove the Clerk, the termination shall be effective immediately.

[This section provides for the election and installation of a Church Clerk, a member's office currently not elected but perceived as needed and proper.]

SECTION 7 9. THE TRUSTEES

- A. The Trustees shall serve as non-paid legal officers **and fiduciary representatives** of the Church. It shall be their function to affix their signatures to any legal documents where the signatures of Trustees are required.

- B. The Trustees shall have no power to buy, sell, make a loan, borrow, mortgage, lease, or transfer any real property without a specific vote of the Church Body authorizing each action.

- C. The active Deacons of the Church will serve as the Church Trustees.

[Minor text edit for clarification.]

ARTICLE III

STAFF

SECTION 1. THE CHURCH STAFF

- A. Staff positions are those that are paid a compensation package for their job performances.**

- B. Staff positions shall be created or terminated according to the current needs of the Church.**

- C. Pleasant Ridge Baptist Church recognizes three categories of staff positions: Ministerial Staff, Program Staff, and Support Staff.**
 - a. Ministerial Staff consists of those ordained as pastors and called to serve as Pastor or Associate Pastor for the church and who also serve as officers of the Church. Ministerial Staff shall be or shall become active members of Pleasant Ridge Baptist Church in good standing.**
 - b. Program Staff consists of those individuals hired to provide leadership and service within one of our ministry program areas (e.g. youth ministry, children's ministry, music ministry, etc.) Program Staff shall be or shall become active members of Pleasant Ridge Baptist Church in good standing.**
 - c. Support Staff consists of those individuals hired to provide clerical or practical support to the ministry of the Church (e.g. ministry assistants, office staff, custodians, etc.) Support staff shall be professing Christians and active members in good standing of a local evangelical Christian congregation.**

- D. The Personnel Committee shall develop and maintain current job descriptions, including beginning compensation and benefit packages, for all staff positions, subject to approval by the Church Body. These shall be maintained in the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual.**

- E. When the need for a staff position is determined and approved by the Church Body, the Personnel Committee will be responsible for developing a process for selection of a candidate and making a recommendation to the Church Body for filling the position. Excepted from this are Ministerial Staff whose selection and election procedures are outlined in Section 1 of the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual.**

- F. Candidates recommended for Program Staff and Support Staff positions shall be subject to approval by the Church Body. Such voting shall be conducted either at a regular business meeting or at a special business meeting called for that purpose. An affirmative vote of 75% (3/4) of active members present and voting shall be necessary to approve the hire. Once hired, staff members may serve an unlimited tenure, to be terminated at his/her pleasure or the pleasure of the Church. If a staff person resigns, he/she must work out two (2) weeks' notice.**
- G. If circumstances warrant, such as moral, legal, or other serious conditions, the Church may remove a staff member from his/her position. Such action may be taken upon the recommendation of the Personnel Committee, in consultation with the Pastor and Deacon Body, who may immediately suspend the staff member from all job duties, if warranted. A special business meeting shall be convened for this purpose after a notice of two (2) weeks is given to the Church. The Pastor shall act as moderator, and the vote shall be by secret ballot. An affirmative vote of a simple majority of the active members present and voting shall be necessary to remove the staff member from his/her position. If the membership votes to remove the staff member, the termination shall be effective immediately. The Church Body will determine after the vote to remove the staff member what if any severance package will be given.**

[This new article provides clarity regarding the creation and maintenance of staff positions, delineates their classifications, enumerates their accountability, and distinguishes paid staff from church officers.]

ARTICLE ~~III~~ IV

COMMITTEES

[Revision Committee Note: The changes to this article are sweeping but are made to simplify and clarify things. Generally, the former specific committee duties outlined in the original have been moved to the new policy manual and replaced by a simple listing with a basic charge to the committee. Some language has been amended, particularly the terminology of committee or ministry “directors.” We feel that wording signifies that the leader is the main workhorse of the committee rather than the facilitator, so we have chosen to move to “chairperson.” We have made suggestions to streamline committee business when it comes to the Church Body. Also, we eased the quorum requirements for electing leadership. We also expanded the Church Council by including leaders from each committee in addition to any related staff, pulled the Missions/Evangelism Committee out from under the Deacon ministry to stand alone as a key element of the church’s purpose, added the Stewardship Committee that has already been authorized by the church, and have created a Personnel Committee, subject to church approval of these revisions.]

SECTION 1. GENERAL

- A. In order to effectively involve members of the congregation in the work of ministry and to efficiently carry out the mission of the church, Pleasant Ridge Baptist Church shall maintain a system of committees to oversee the various aspects of the church’s life and mission.**
- B. Pleasant Ridge Baptist Church shall recognize two types of committees: standing (or permanent) committees and special (or *ad hoc*) committees.**
- C. Committees will be responsible for nominating their own committee members to the Body for approval with the exception of the Church Council **and the Personnel Committee**; see Article **III IV**, Section 2 **and the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual, Section 3.**
- D. At the beginning of the Church year, committees will meet within thirty (30) days for the purpose of electing their ~~officers~~ **chairperson** who will **also** serve on the Church Council. These elections will require a ~~minimum of 3/4~~ **majority** of the committee members to be present to ratify the vote. An individual may serve consecutive terms. The previous ~~Director~~ **chairperson** will retain Church Council responsibilities until this election is complete.
- E. Each committee ~~should~~ **shall** prepare a written report of activities, if any, to be made available to the Church membership during regularly scheduled business meetings.

1. **Committees that have actionable items or proposals that require church approval are encouraged to submit their motions in written form for the record prior to bringing the motion to the floor during business.**
- F. Any committee that requires Church funds shall submit their **proposed** budget ~~request~~ to the Church Council by October **1** prior to the start of a new Fiscal year.
 - G. Committee members will be elected to serve one (1) year terms unless otherwise specified.
 - H. Committees are required to have a regularly scheduled meeting a minimum of every three (3) months, but can meet as often as needed. Special meetings may be called by the elected ~~officer~~ **chairperson** or any active member of that committee with a minimum one-week notice **unless extreme urgency renders such notice impractical**, and the committee member who calls the meeting is responsible for making an attempt to notify each committee member about the meeting.
 - I. The **elected chairperson of the committee is to serve as moderator of committee meetings**, ~~Moderator of the Committee meetings is to be the elected officer on that Committee~~, and the Pastor will moderate the Church Council meetings.
 - J. The Pastor shall be an ex-officio member on all committees, ~~and will~~ **but shall** only be allowed to cast a vote in the Church Council.
 - K. **Whenever possible, every standing committee should have at least one active Deacon as a committee member.**
 - L. **Documents detailing the duties, requirements, scope of responsibilities, and approved policies or guidelines for each committee are found in the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual.**

SECTION 2. ~~CHURCH COUNCIL~~ STANDING COMMITTEES

- A. **Church Council -- The Church Council will consist of the Ministerial Staff, Program Staff, Church Treasurer, and the elected chairpersons of the Building and Grounds, Children's Ministry, Deacon Body, Education, Missions/Evangelism, Personnel, Social, Worship, and Youth Ministry Committees. The Ministry Assistant shall serve as an advisory but non-**

voting member of the Church Council and shall serve as the recording secretary for council meetings. Comprised of the representative leadership of the church, the Church Council is charged with general oversight and joint communication regarding all church activities and ministries in order to report to the Body and make such recommendations as needed for church approval. The Church Council shall also have limited authority to make emergency decisions concerning the well-being and operations of the church.

- B. **Building & Grounds Committee** – This committee is charged with the general oversight of the care, maintenance, and use of all church owned property and facilities.
- C. **Children’s Ministry Committee** – This committee is charged with the development, planning, and implementation of a comprehensive ministry serving the discipleship needs of the children (Birth-Grade 5) in our congregation and community.
- D. **Deacon Body** – This committee consists of duly elected active deacons of Pleasant Ridge Baptist Church and is charged with providing spiritual leadership as well as helping to care for the physical and temporal needs of the members of the church body.
- E. **Education Committee** – This committee is charged with the development, planning, and implementation of a comprehensive program of discipleship and Christian education for the congregation.
- F. **Missions/Evangelism Committee** – This committee is charged with leadership in the administration and promotion of a program of missionary initiatives aimed to help Pleasant Ridge Baptist Church meet its aim of being a Great Commission congregation.
- G. **Personnel Committee** – This committee is charged with the responsibility of serving to liaise between the paid church staff and the church body through communication and policies that encourage joint accountability.
- H. **Social Committee** – This committee is charged with giving leadership to the development, planning, and implementation of a comprehensive ministry of fellowship and congregational care among the church body.
- I. **Stewardship Committee** – This committee is charged with providing general oversight regarding the financial matters of the church, developing and maintaining sound financial policies that foster Biblical stewardship of church resources, and with developing a program of education and promotion of Biblical stewardship within the church Body.

J. Worship Committee – This committee is charged with providing leadership in the development, planning, and implementation of comprehensive programs involving music, technology, the arts, and more in serving the needs and desires of the church in creating meaningful worship experiences.

K. Youth Ministry Committee -- This committee is charged with the development, planning, and implementation of a comprehensive ministry serving the discipleship needs of the youth (Grades 6-12) in our congregation and community.

~~L. This Committee will consist of the Pastor, Chairman of the Deacons, Associate Pastor of Worship, Youth Leader, Children's Leader, Education Director, Social Director, Building & Grounds Director, Ministry Assistant, and Treasurer.~~

~~M. If a Council member elects to resign or is removed for whatever reason:~~

~~1— If it is the Pastor, the Church Council must have a Special Search Committee set up within thirty (30) days to seek a replacement. Until the replacement is found the Associate Pastor of Worship will become the moderator for the Church Council until another Pastor is called to serve. In the even that the Associate Pastor of Worship office is also vacated, then the Chairman of the Deacons or his designee from the Deacon Body will become the moderator for the Church Council until another Pastor is called to serve.~~

~~2— If it is a paid staff member, the Church Council must have a Special Search Committee set up within thirty (30) days to seek a replacement. Until the replacement is found, the Committee of which they represent must elect a temporary replacement to represent them on the Church Council. If they do not represent a committee, the Church Body must elect a member to temporarily replace them.~~

~~3— The Committee that elected that member to the Council must replace the member within thirty (30) days. This election will require a minimum of ¾ of the committee members to be present to ratify the vote.~~

~~N. No one person shall serve in two (2) separate capacities on the Church Council at one time. If this happens, the Council member in question must select one position to serve in and allow the Committee unrepresented on the Council to select another Director/Chairperson.~~

~~O. Husband and wife shall not serve concurrently on the Church Council, unless no other committee member is willing to serve as the Director/Chairperson. If this happens, the Church Body is to be notified so as to either approve of the couple serving together at the same time, or nominate someone else to serve in that position.~~

~~P.—The purpose of this committee will be:~~

- ~~1.—To meet the second (2nd) Sunday of every month, unless rescheduled for special reasons, or be called into special meeting by the Pastor.~~
- ~~2.—To set goals, make long range plans, and recommend programs to enhance Church growth and outreach.~~
- ~~3.—To plan and prepare the annual Church budget and present it to the Church.~~
- ~~4.—To manage the financial resources of the Church.~~
- ~~5.—To manage the Church calendar.~~
- ~~6.—To nominate Church staff, or select special committees to do so.~~
- ~~7.—Oversee all other committees so as to make sure they are fulfilling the needs for which they were created, and that they are adhering to the Church budget.~~
- ~~8.—Responsible for negotiating contracts with outside vendors.~~
- ~~9.—Make sure that adequate insurance is carried on all Church property at all times.~~

SECTION 3. DEACON BODY

~~A.—This committee will consist of the active ordained Deacons of the Church.~~

~~B.—Must operate and govern the Deacon Family Ministry. The Deacons will divide up the active Church members among the Deacons so as to be better servants of the Church Body. This will allow the Deacons the ability to get to know and meet the personal needs and desires of the Church Body. They will call and/or visit their assigned Church members on a regular basis.~~

~~C.—The Deacon Body will nominate each year one Deacon from the Deacon Body to be the Chairman of the Deacons after the new Church year. The Chairman of the Deacons will represent this committee on the Church Council.~~

~~D.—The purpose of this committee will be:~~

- ~~1.—Meet at least once a quarter, or be called to a special meeting by Chairman or Pastor.~~
- ~~2.—To seek to know and meet the physical, moral, and spiritual needs of the Church members through the Deacon Family Ministry.~~
- ~~3.—Responsible for working with the Pastor if any disciplinary issues arise among the Church membership or staff. (see Article 1, Section 6)~~
- ~~4.—Serve as an advisory body to the Pastor in matters pertaining to the welfare of the Church Body and missions/service opportunities to aid members.~~
- ~~5.—Assist in the preparation and observance of the Lord's Supper and Baptism.~~
- ~~6.—Select and oversee the ushers and greeters of the Church.~~
- ~~7.—Oversee and address any issues, or compensation changes pertaining to the Church Staff and Officers.~~

- ~~8.—Develop a budget and submit it to the Church Council by October prior to the start of the Fiscal year.~~
- ~~9.—Work with the Building and Grounds Committee if new equipment or space is needed.~~

SECTION 4. YOUTH COMMITTEE

- ~~A.—This Committee will consist of the Youth Pastor/Leader and a minimum of three (3) active Church members of good standing who desire to serve the youth of this Church Body, and who have been elected by the current Youth Committee and voted on by the Church Body.~~
- ~~B.—Nomination and selection of new committee members must take place prior to the new Church year.~~
- ~~C.—A report of all new committee members must be reported to the Church Body during the third quarterly/Annual business meeting for the new Church year for approval.~~
- ~~D.—The Youth Pastor/Leader will represent this committee on the Church Council, unless the Youth Pastor/Leader resigns or is unable to fulfill his or her duties for whatever reason. If this happens, the Youth Committee must select and vote on a current committee member to take the place of the Youth Pastor/Leader on the Church Council.~~
- ~~E.—The purpose of this committee will be:
 - ~~1.—Develop a budget and submit it to the Church Council two (2) months by October prior to the start of the Fiscal year.~~
 - ~~2.—Prayerfully seek wisdom on how to guide and direct the youth.~~
 - ~~3.—Plan activities, retreats, and mission trips.~~
 - ~~4.—Select Church members in good standing to serve and chaperone the Youth. All new workers must pass a background check before serving.~~
 - ~~5.—Responsible for ordering, budgeting, and planning study materials for Youth Wednesday Night studies.~~
 - ~~6.—Work with the Building and Grounds Committee if new equipment or space is needed.~~
 - ~~7.—Prayerfully support and assist the Youth Pastor/Leader in meeting all the physical and spiritual needs of the youth.~~
 - ~~8.—Devise ways to grow the youth department both physically and spiritually.~~~~

SECTION 5. CHILDREN'S COMMITTEE

- ~~A. This Committee will consist of the Children's Minister/Leader and a minimum of three (3) active Church members of good standing who desire to serve the children of this Church Body, and who have been elected by the current Children's Committee and voted on by the Church Body.~~
- ~~B. Nomination and selection of new committee members must take place prior to the new Church year.~~
- ~~C. A report of all new committee members must be reported to the Church Body during the third quarterly/Annual business meeting for the new Church year for approval.~~
- ~~D. The Children's Leader will represent this committee on the Church Council, unless the Children's Minister resigns or is unable to fulfill his or her duties for whatever reason. If this happens, the Children's Committee must select and vote on a current committee member to take the place of the Children's Minister on the Church Council.~~
- ~~E. The purpose of this committee will be:
 - ~~1. Develop a budget and submit it to the Church Council by October prior to the start of the Fiscal year~~
 - ~~2. Prayerfully seek wisdom on how to guide and direct the children.~~
 - ~~3. Select Church members in good standing to serve and assist in the nursery and prepare a schedule for them. If at all possible, schedules need to be prepared at least two (2) months in advance. All new workers must pass a background check before serving.~~
 - ~~4. Select Church members in good standing to serve and assist in Children's Church and prepare a schedule for them. If at all possible, schedules need to be prepared at least two (2) months in advance. All new workers must pass a background check before serving.~~
 - ~~5. Responsible for ordering, budgeting, and planning study materials for Children's Church.~~
 - ~~6. Responsible for ordering, budgeting, and planning Vacation Bible School.~~
 - ~~7. Plan activities, retreats, and mission trips~~
 - ~~8. Work with the Building and Grounds Committee if new equipment or space is needed.~~
 - ~~9. Prayerfully support and assist the Children's Minister/Leader in meeting all the physical and spiritual needs of the children~~
 - ~~10. Devise ways to grow the children's department both physically and spiritually~~~~

SECTION 6. WORSHIP COMMITTEE

- ~~A.— This Committee will consist of the Associate Pastor of Worship and a minimum of three (3) active Church members of good standing who desire to serve the Church Body during worship, and who have been elected by the current Worship Committee and voted on by the Church Body.~~
- ~~B.— Nomination and selection of new committee members must take place prior to the new Church year.~~
- ~~C.— A report of all new committee members must be reported to the Church Body during the third quarterly/Annual business meeting for the new Church year for approval.~~
- ~~D.— The Associate Pastor of Worship will represent this committee on the Church Council, unless the Minister resigns or is unable to fulfill his or her duties for whatever reason. If this happens, the Worship Committee must select and vote on a current committee member to take the place of the Minister on the Church Council.~~
- ~~E.— The purpose of this committee will be:~~
- ~~1.— Develop a budget and submit it to the Church Council by October prior to the start of the Fiscal year.~~
 - ~~2.— Select and assist Church members to run the media and sound equipment~~
 - ~~3.— Plan special worship events/programs under the direction of the Associate Pastor of Worship.~~
 - ~~4.— Assist the Worship Pastor in selecting new adult choir, youth choir, and children's choir materials.~~
 - ~~5.— Work with the Building and Grounds Committee if new equipment or space is needed.~~
 - ~~6.— Prayerfully support and assist the Associate Pastor of Worship in meeting all the worship needs of the Church Body.~~
 - ~~7.— Devise ways to grow the worship department both physically and spiritually.~~

SECTION 7. EDUCATION COMMITTEE

- ~~A.— This Committee will consist of all the Sunday School teachers and their substitutes.~~
- ~~B.— Nomination and selection of new committee members must take place prior to the new Church year.~~

~~C.—A report of all new committee members must be reported to the Church Body during the third quarterly/Annual business meeting for the new Church year for approval.~~

~~D.—The Education Committee will nominate one committee member each year to be the Education Director within thirty (30) days after the new Church year. The Education Director will represent this committee on the Church Council.~~

~~E.—If the Education Director resigns or is unable to fulfill his or her duties for whatever reason, the Education Committee must select and vote on a current committee member to take the place of the Director on the Church Council.~~

~~F.—The purpose of this committee will be:~~

- ~~1.—Develop a budget and submit it to the Church Council by October prior to the start of the Fiscal year~~
- ~~2.—Prayerfully seek wisdom on how to guide and direct the education and discipleship of this Church body~~
- ~~3.—Determine if there needs to be a new Sunday School class, and present a qualified teacher from the Church membership to the Church Body for approval.~~
- ~~4.—Replace any Sunday School teachers who quit, or were removed for whatever reason~~
 - ~~a.—Voting on replacement teacher can be done at next scheduled Church meeting. If needed, the substitute teacher can serve prior to Church meeting.~~
- ~~5.—Oversee New Members class, Small Group Bible Study, or Discipleship classes. Research and prayerfully select the education materials for the children, youth and adult education.~~
- ~~6.—Work with the Building and Grounds Committee if new equipment or space is needed~~
- ~~7.—Prayerfully support and assist the Education Director in meeting all the educational needs of the Church Body~~
- ~~8.—Devise ways to grow the education department both physically and spiritually~~

SECTION 8. SOCIAL COMMITTEE

~~A.—This Committee will consist of a minimum of three (3) active Church Members who desire to serve and minister to the Church Body in multiple ways, and who have been elected by the current Social Committee and voted on by the Church Body.~~

~~B.—Nomination and selection of new committee members must take place prior to the new Church year.~~

- ~~C.— A report of all new committee members must be reported to the Church Body during the third quarterly/Annual business meeting for the new Church year for approval.~~
- ~~D.— The Social Committee will nominate one committee member each year from the Social Committee to be the Social Director. The Social Director will represent this committee on the Church Council.~~
- ~~E.— If the Social Director resigns or is unable to fulfill his or her duties for whatever reason, the Social Committee must select and vote on a current committee member to take the place of the Director on the Church Council.~~
- ~~F.— The purpose of this committee will be:~~
- ~~1.— Develop a budget and submit it to the Church Council by October prior to the start of the Fiscal year~~
 - ~~2.— Prayerfully seek wisdom on how to better serve this Church body~~
 - ~~3.— Plan and prepare meals for those who are grieving a lost loved one, or who have had major surgery~~
 - ~~4.— Meet and discuss any benevolence issues, and if it is determined that aid should be given, meet the need~~
 - ~~5.— Work with the Ministry Assistant when needing supplies~~
 - ~~6.— Plan and assist with Church decorations for annual and special events~~
 - ~~7.— Send flowers and or cards to members who are in need or who are homebound~~
 - ~~8.— Make plans or arrangements to assist any missionaries or evangelists who might serve with the Church for any extended period of time~~
 - ~~9.— Work with the Building and Grounds Committee if new equipment or space is needed~~
 - ~~10.— Prayerfully support and assist the Social Director in meeting all the needs of this committee~~
 - ~~11.— Devise ways to grow the social ministries of the Church both physically and spiritually~~

SECTION 9. BUILDING & GROUNDS COMMITTEE

- ~~A.— This Committee will consist of a minimum of three (3) active Church Members who desire to serve and minister to the Church Body in multiple ways, and who have been elected by the current Building & Grounds Committee and voted on by the Church Body.~~
- ~~B.— Nomination and selection of new committee members must take place prior to the new Church year.~~

- ~~C. A report of all new committee members must be reported to the Church Body during the third quarterly/Annual business meeting for the new Church year for approval.~~
- ~~D. The Building & Grounds Committee will nominate one committee member each year from the Committee to be the Building & Grounds Director. The Building & Grounds Director will represent this committee on the Church Council.~~
- ~~E. If the Building & Grounds Director resigns or is unable to fulfill his or her duties for whatever reason, the Building & Grounds Committee must select and vote on a current committee member to take the place of the Director on the Church Council.~~
- ~~F. The purpose of this committee will be:~~
- ~~1. Develop a budget and submit it to the Church Council by October prior to the start of the Fiscal year~~
 - ~~2. Oversee the up-keep and maintenance of Church building and grounds.~~
 - ~~3. Oversee the up-keep and maintenance of the Church cemetery~~
 - ~~4. Oversee the up-keep and maintenance on all the Church equipment (bus, lawnmower, etc..)~~
 - ~~5. Prayerfully seek wisdom on how to better serve this Church Body~~

SECTION 3 10. SPECIAL COMMITTEES

- A.** The Church Council or Church Body shall call for the formation of special committees whenever necessary to attend to any situations requiring special attention that does not fall within the scope of any existing committee. **Policies governing the formation of special committees are found in the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual.**
- ~~B. The Church Council will make a recommendation determining committee members, guidelines, and longevity to the Church Body for approval at the next regularly scheduled business meeting.~~

ARTICLE IV

CHURCH MEETINGS

- A. Regular Meetings for worship, preaching, and instruction are scheduled for Sunday mornings ~~and evening~~ and ~~each~~ Wednesday evenings. **Sunday evening meetings may be scheduled at the discretion of the Pastor.** These meetings are under the leadership of the Pastor and may be canceled by him **upon consultation and agreement with the Deacon Body.** The Pastor may also call for special meetings such as revival services, etc.
- B. Business Meetings
- a. Business meetings of the church will be held on a quarterly basis.
 - b. The **active voting** members present at a business meeting shall be considered a quorum for the transaction of business **and voting.**
 - c. The church may conduct called business meetings to consider matters of a special nature or significance. **Unless otherwise specified in these by-laws regarding specific matters of church business, a** ~~A~~ one-week notice must be given for the called business meeting unless extreme urgency renders such notice impractical. The notice will include the subject, the date, and the time and place.

[Edits made to allow for flexibility on Sunday evening scheduling and to encourage communication between pastor and leadership before cancelling services. Other edits made for clarification and grammar fixes.]

ARTICLE VI

ESTABLISHMENT OF NEW MINISTRIES

- A. Church members are always free to do whatever they believe God has led them to do in the way of ministry. In the context of the Church program, they are encouraged to initiate discussion of new ministries they believe will meet needs that are not being met by existing ministries. If they feel the ministry should become a recognized part of the program of the Church, certain guidelines need to be followed.
- B. Guidelines
1. The proposed ministry must be approved by the Church Body if it will involve any of the following:
 - a. publicity through any of the standard Church publications; ~~including the Newsletter~~
 - b. the use of Church facilities for meetings and activities;
 - c. the involvement of Church finances ~~with an annual budget exceeding \$250.00.~~

2. After determining that other members are interested in having such a ministry, the concept should be interactively developed and a written proposal prepared. Then the members should present the idea to the ~~elected~~ ~~C~~committee ~~member who is~~ responsible for the existing area of ministry of a similar type, e.g., education, music, missions, children, ~~etc-and so forth.~~
3. The ~~elected- C~~committee ~~member~~ will help the group determine whether the proposed ministry might readily become an integral part of the existing ministry. If so, then it should be presented to the leaders of the existing ministry for discussion, approval by the church, and implementation.
4. After discussion with the ~~elected- C~~committee ~~member~~, if there is agreement that the goals of the proposed ministry cannot be reached by integrating it with an existing ministry, the member will present the proposal to the Church Council for its review. The Church Council will review the proposal and recommend **one of the following**:
 - a. forwarding it to the Church Body for approval;
 - b. dropping consideration of the proposal as an approved program of the Church.
 - ~~e. — A new ministry opportunity with an annual budget of less than \$250.00 must be presented to the committee it is most closely associated with. If the committee approves the proposed ministry then it will be presented to Church Council for final approval.~~

[Edits include striking unnecessary references to the newsletter; agreeing that the Church Body should approve the expenditure of any funds for a new ministry – not just over \$250; shifting work away from the committee chairperson or director and back to the committee as a whole.]

ARTICLE VI

LICENSING AND ORDINATION

A. It is our hope that Spirit-filled men will be called out from among us to proclaim the Gospel. When such men are evident, the church can commission such men by giving a license that ~~imparts no authority, but~~ expresses the conviction to other churches that the bearer possesses graces, gifts, and capabilities which indicate a call to the Gospel Ministry. ~~The church can revoke the license at any time or withhold it until it thinks the licensee is ready for ordination to the Gospel Ministry.~~

When there is a prospective candidate (i.e., licensee) for ordination to the Ministry, the Pastor shall guide that person in his theological studies and ministerial preparation. If one of our licensees, in the exercising of his ministerial gifts, is called by another Church to be its Pastor, the said Church may request this Church to ordain the licensee. Whether for another Church or our own, the Pastor shall then call a council of ordained men to examine the qualifications of the candidate. It shall examine the soundness of his conversion, the godliness of his walk, the soundness of his doctrine, the degree of his graces and gifts, the extent of his training, and the blessing of God upon his labors for Christ. If the council heartily recommends that the candidate be ordained, the Church may approve the recommendation by ~~a majority~~ **an affirmative** vote of **75% (3/4)** of the **active** members present and voting at a called congregational meeting. The Church Body retains the right to remove an issued ordination or license from a candidate if circumstances warrant, such as immorality, heresy, preaching false doctrines, or other serious conditions.

[Edits removed a vague statement in order to give clarity, removed a redundant statement, and increased the affirmative vote necessary to license and ordain. If we call pastors and elect deacons with 75%, then certainly we should expect the same degree of unity if we intend to license or ordain a man to ministry.]

ARTICLE VIII

CHURCH FACILITIES

A. 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 always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups 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.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the Church's faith or moral teachings, which are summarized in the *Baptist Faith & Message 2000* and in the Church's Constitution. Nor may facilities be used for activities that contradict, or are deemed by the Pastor as inconsistent with, or contrary to the Church's faith or moral teachings. The Pastor or **his** official designee is the final decision-maker on whether a person or group is allowed to use church facilities.

B. This restricted facility use policy is necessary for two important reasons.

1. First, 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. (See 2 Corinthians 6:14; 1 Thessalonians 5:22.)
2. Second, it is very important to the Church that it presents a consistent message to the community, which the Church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow 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 be a source of confusion and scandal to Church members and the community because they may reasonably perceive that by allowing use of our facilities, the Church is in agreement with the beliefs or practices of the persons or groups using Church facilities.

C. 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 holy and set apart to worship God. (See Colossians 3:17.)

D. Approved Users and Priority of Use

1. The Pastor or **his** official designee must approve all uses of Church facilities. Priority shall generally be given to members of the Church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the Church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:
 - a. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are in harmony 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.
 - d. The group must agree to abide by the Church's rules of conduct for facility use.

E. Detailed policies and guidelines governing the use of church property and facilities shall be developed and maintained under the direction of the Church Council and, upon approval by the church, recorded in the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual.

[Simple addition refers to the policy manual and gives the Church Council the authority to hold committees accountable to create, update, and revise their policies as necessary.]

ARTICLE ~~VIII~~ IX **BY-LAWS REVIEW**

In an effort to keep these By-Laws relevant and effective for Pleasant Ridge Baptist Church the Church Council must form a Special Committee (see Article ~~III~~ IV, Section ~~3~~ 4) **at least** every five (5) years to review these By-Laws and recommend any additions to, removal of, or changes to the By-Laws.

[Simple changes to refer to the correct Article since the revision restructures. Also, the addition of the words "at least" allow for more timely revisions.]

ARTICLE IX **AMENDMENTS TO THE BY-LAWS**

- A. These By-Laws may be altered, amended, or repealed, and new By-Laws may be adopted at any regular **business** meeting or at any **special business** meeting called for that purpose, provided the following requirements have been met:
1. The prepared changes have been submitted to the Church Council for their **review consideration** prior to bringing it before the Church for action. The Church Council may express approval or disapproval, but final action is subject to the vote of the Church Body
 2. Copies of the proposed changes have been made available to the Church membership.
 3. The membership is given thirty (30) days written and verbal notice before proposed changes are to be acted upon by the Church
- B. To become effective, the proposed changes must receive an affirmative vote of 75% ~~three~~ **fourth** (3/4) **majority** of the **active** members present and voting ~~at the meeting~~.

[Wording added for clarification and some removed for redundancy.]