



CHURCH HANDBOOK

CONSTITUTION

ARTICLES OF FAITH

COVENANTS

BY LAWS

Approved by Broadman Baptist Church October 2007

TABLE OF CONTENTS

CONSTITUTION, Articles I through V

ARTICLES OF FAITH, Articles I through VII

COVENANTS

CHURCH COVENANT

PASTORAL COVENANT

BYLAWS

I. CHURCH MEMBERSHIP

II. CHURCH ORDINANCES

III. SPECIAL OCCASIONS

IV. CHURCH ORGANIZATION

- V. CHURCH MEETINGS
- VI. CHURCH VOTING
- VII. CHURCH PARLIAMENTARY PROCEDURES
- VIII. CHURCH FINANCE
- VIII. AMENDMENTS BY THE CHURCH
- IX. SAVING CLAUSE

CONSTITUTION OF BROADMAN BAPTIST CHURCH

We, the body of Broadman Baptist Church (BBC), declare and establish this constitution and procedural handbook to preserve and make secure this body's principles of faith, founded upon Jesus Christ our Lord and the Word of God, to ensure we are governed in an orderly and biblical manner. Let it be known that we are affiliated with the Summit Baptist Association, Southern Baptist Convention of Ohio and the Southern Baptist Convention. We desire to preserve the autonomy of the local church and each member according to the doctrine of the priesthood of the believer under the authority of Jesus Christ. This document further establishes the relationship of this body of believers to other bodies of like faith and practice, to all levels of government, to our community and to all people groups of the world.

ARTICLE I — IDENTITY

This body of believers shall be known as Broadman Baptist Church of 350 E. Bath Road, Cuyahoga Falls, Ohio 44223.

ARTICLE II — INCORPORATION

This body of believers is incorporated as a non-profit corporation in accordance with the laws of the State of Ohio that govern religious bodies. The handling of property shall also be in accordance with such laws. This will remain in effect so long as the laws do not contradict the laws of God and continue to benefit the advancement of the body of Christ.

ARTICLE III — POLITY AND RELATIONSHIP

The government of this church is vested in the body of Christian believers who comprise its membership. Persons received as members shall as prescribed by this document and other practices and procedures deemed appropriate by our governing bodies with the consent of the current congregation, constitute the membership. All staff, internal groups and officers created and/or empowered by this church shall report to and be accountable to the church

and its governing bodies as prescribed by this document and other handbooks used to conduct church business unless otherwise specified by church action.

This body is subject to the control of no other ecclesiastical body, but it recognizes the obligations of mutual counsel and cooperation, which are common among other churches. The congregation is a member of Summit Baptist Association, and is affiliated with the state and national Southern Baptist Conventions. Therefore, insomuch as is practical, this church will cooperate and support the organizations mentioned above providing they adhere to the Bible and the 2000 Baptist Faith and Message.

ARTICLE IV — PROPERTY

All property of Broadman Baptist Church is to be held for the use and benefit of the membership, to maintain and propagate the doctrines and faith spelled out in the church's articles of faith and covenant.

In case of dispute, the Executive Board of the Summit Baptist Association of Ohio shall decide who are the true adherents to the articles of faith and covenant. If there is no ministry to make adequate use of said property, then the title to the property shall revert to or become vested in the Summit Baptist Association of Ohio as Trustee, to hold and use said property or proceeds thereof to advance the Kingdom of God.

ARTICLE V — SAVING CLAUSE

In the event any section of this Constitution shall be declared unlawful or otherwise unenforceable, such declaration shall not affect any other provision of this Constitution.

The congregation of Broadman Baptist Church, through electing its leaders: senior pastor, ministerial staff, deacon body and church council retains the right to modify or not-modify this document and other handbooks used to conduct church business, or otherwise continue in the practice of the faith of the body of Jesus Christ irrespective of decisions of practices or procedures of outside bodies including the afore mentioned governing associations in Ohio and The Southern Baptist Convention.

ARTICLES OF FAITH

The Articles of Faith are reviewed and modified if necessary by the congregation during the annual church business meeting, or church summit, or at the discretion of the Church Pastor and church council.

ARTICLE I — STATEMENT OF VISION

To be a *Spiritual Hub* for our community by striving to be a Christ-centered church with ministries meeting people where they are, emphasizing salvation, encouraging spiritual growth, and equipping people for ministry.

ARTICLE II — STATEMENT OF PURPOSE

Broadman Baptist Church exists to glorify God as a prevailing church that relies upon the power of God that has saved and called us according to His purpose and grace, to make a difference in people, families, community and world.

ARTICLE III — CORE VALUES: WORSHIP

Worship – Having a lifestyle of worshipping God in Spirit and Truth in all that we do.

Outreach – Intentionally reaching out to our community with the Gospel of Jesus Christ.

Relationships – Building genuine relationships with Christ and those in the body of Christ.

Spiritual Growth – Growing into Christ-likeness.

Homes – Establishing homes that honor God through marriage and family.

Involvement – Dedicated service to the ministries of the church by using time, talents and treasures.

Proclamation & Prayer – Proclaiming the Word of God as absolute truth and praying without ceasing.

ARTICLE IV — MINISTRY GOALS

In order to carry out God’s mission, purpose, and vision to further His kingdom and His purposes, we desire the following:

“We desire to glorify God in our corporate and individual worship experiences.”

“We desire to see people become spiritually mature in Christ.”

“We desire to create opportunities to build loving and caring relationships.”

“We desire to minister to the needs of the people of God.”

“We desire to impact and reach out to our community.”

ARTICLE V — STATEMENT OF FAITH

We affirm the 2000 Baptist Faith and Message as our statement of faith.

ARTICLE VI — CHURCH DISCIPLESHIP PROCESS

Broadman Baptist Church believes every believer has to be intentional in their walk with the Lord. The Discipleship process of Broadman Baptist Church is to help believers discover who they are in Christ, develop them into Christ-likeness, and promote ministry involvement out of a personal calling by God that results in God's blessing. Our discipleship process exists to develop each believer into the fullness of God's calling for their life.

SALVATION: One enters the stadium of Eternal and Abundant life through salvation in Jesus Christ.

DISCOVERING: One identifies with Christ, fellowships with other believers and becomes faithful to the church.

DEVELOPING: One grows in the Lord by learning and applying disciplines of the faith. This is done through worship, Life Impact Groups, and discipleship training.

MINISTERING: Fulfilling your calling by learning to serve God through the local church and ministries.

BLESSING: Being blessed by God and being a blessing to God and others.

ARTICLE VII — CHURCH MINISTRY PHILOSOPHY

Broadman Baptist Church believes that Jesus has commissioned His Church to carry on His mission on the face of the earth. Therefore, every member is called to serve the Lord through their daily lives and the church. Every believer is a minister and every minister has a ministry. We encourage all members to get involved in the ministries of the church by using their spiritual gifts, the passion of their hearts, natural God-given abilities, personalities and unique life experiences.

The philosophy of ministry is based on Christ's example of being the Son of Man who served all of humanity even unto death on a cross. Jesus Christ served us by dying for our sins to forgive us and gives us a relationship with God throughout all eternity. Serving God and one another is expected of all believers.

In some cases, such as teaching or ministering to children and/or youth one must fill out a background survey, be interviewed, and approved by either the minister of that area of ministry or the Church Pastor.

COVENANTS

CHURCH COVENANT

Having been led, as we believe by the Spirit of God, to receive Jesus Christ as our Lord and Savior, and on profession of our faith, having been baptized in the name of the Father, Son,

and Holy Spirit, we do now, in the presence of God and these fellow Christians, most solemnly and joyfully enter into commitment with one another as one body in Christ.

We pledge, therefore, by the aid of the Holy Spirit to love each other as Christ loves us, to strive for the advancement of the church, in knowledge, holiness and comfort, to promote its prosperity and spirituality to sustain its worship, ordinances, disciplines and those primary doctrines held to by the New Testament Christians such as the all sufficiency of God's Word, the all sufficiency of Christ, the priesthood of the believer, the independence of the church, missions and evangelism, to contribute cheerfully and regularly to the support of the ministry and the spread of the gospel through all nations.

We also pledge to maintain family and private devotions, to educate our children in the Christian faith, to seek the salvation of our kindred and acquaintances, to be honest in our business and personal lives, faithful in our engagements, to avoid all idle talk and excessive anger, to abstain from habits and practices which harm us personally in body, mind or spirit, to be enthusiastic in efforts to advance the kingdom of our Savior.

We further pledge to watch over one another in Christian love, to pray for one another, to aid one another in sickness and distress, to cultivate Christian sympathy in feeling and Christian courtesy in speech, to be slow to take offense but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover pledge that when we remove from this place we will, as soon as is possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

PASTORAL COVENANT

This was agreed upon and adopted by the church on March 16, 2003, and is updated annually by the Senior Pastor in conjunction with the Church Council.

This Agreement between Pastor Chris McCombs and Broadman Baptist Church, at 350 East Bath Road, Cuyahoga Falls, Ohio 44223, is entered into for the purpose of providing clear understandings concerning relationships and responsibilities necessary to bring glory to God through the growth of both the church and the pastor throughout the tenure of ministry. This document is to serve as an agreement between the pastor and church congregation reminding them of their commitment and responsibilities to one another. This document is not a creed and its content does not supersede the authority of the Scriptures over our lives.

The church and pastor are pleased to enter into this agreement, effective March 16, 2003. This agreement shall continue in effect as long as both pastor and church believe it is God's will for them to do so.

AS THE PASTOR OF BROADMAN BAPTIST CHURCH I WILL....

To the best of my abilities, prayerfully and faithfully carry out the responsibilities as stated below in my personal, family and church life. It is my belief that the Lord will bless us as we are found faithfully serving one another through this agreement for the sake of His glory and the Kingdom.

PERSONAL LIFE...

Desire to be a man after God's own heart.

Continue to seek and develop my personal relationship with Christ the Lord.

Continue to develop and grow spiritually through personal worship, self-study, conferences, retreats, and continuing education.

Live a life of purpose – fulfilling the Great Commission, Great Commandment and bearing the fruit of the Spirit.

Be a good steward of the things entrusted to my care.

FAMILY LIFE...

Lead my family in serving the Lord.

Love my wife as Christ loves the church.

Raise my children in the ways of the Lord.

CHURCH LIFE...

EQUIP THROUGH PREACHING, TEACHING AND DISCIPLESHIP...

Preach God's word in and out of season.

Challenge the congregation to live in the world but not of the world by teaching them to apply biblical principles in today's society.

Equip church members to carry out the ministry of Christ with boldness and confidence in their daily lives.

Edify the body of Christ through facilitating and participating in authentic worship in Spirit and Truth.

Encourage each member to utilize their spiritual gifts to edify the body of Christ.

LEADERSHIP...

To the best of my abilities I will live up to the responsibilities of an overseer.

Guide the congregation in developing and implementing a forward-focused vision for the church and our community.

Stand firm on biblical principles while remaining flexible and open on how to accomplish them.

PASTORAL CARE AND COUNSELING...

Work with the deacons in visiting congregation members, families, prospects, the sick, widowed and shut-ins etc.

Remain available for crisis care management.

Provide counseling services to congregational members within the scope of my abilities, and refer them to other counseling professionals when necessary.

ADMINISTRATIVE...

Oversee church staff.

Assist in administrative functions of the church as needed.

Provide guidance and support to church committees, deacon body and church council.

EVANGELISM AND MISSIONS...

Lead, assist and encourage the congregation in developing and implementing an outreach ministry.

Maintain a mission-focused church locally and abroad.

Work with the local Director of Missions and support the association.

Led by the Spirit of God, the church congregation agrees to:

Be loving and gracious to the pastor and his family.

Pray for spiritual power in his life and work.

Relate to him respectfully as God's anointed leader for this task.

Support his leadership with active participation in the ministries of the church.

Faithful attendance in worship.

Talk with him about personal concerns instead of talking about him.

Provide the resources for doing the work to which he is committed, including competent and loyal staff members as needed.

Provide a salary and benefits commensurate with the duties of his office.

Free him to do the work for which he is called as other church leaders and members fulfill their responsibilities.

Provide a fair, impartial, and constructive ministry review annually.

BYLAWS

NOTE 1: This handbook does not supersede the Holy Scriptures but attempts to clarify the functioning of the church in accordance with the Scriptures.

NOTE 2: This handbook is intended to empower, equip and encourage the people and ministries of Broadman Baptist Church to succeed for the glory of God. Simplicity not rigidity is to rule.

NOTE 3: For the purposes of clarification “pastor” or “church pastor” shall be understood to mean the Senior Pastor.

NOTE 4: For the purposes of clarification, the phrases “Christian conduct” or “Christian Character” shall refer to conduct or other evidence of character that is commensurate with biblical standards: “Un-Christian conduct” or “un-Christian character” shall mean conduct or other evidence that is not commensurate with biblical standards.

I. CHURCH MEMBERSHIP

Section 1: General

This is a sovereign and congregational church affiliated with the Southern Baptist Convention under the Lordship of Jesus Christ. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of the church.

At anytime church leaders become aware that a member candidate or member declares a position inconsistent with the Holy Scriptures, constitution, articles of faith, covenant, Church Handbook, 2000 Baptist Faith and Message and/or discipleship process, they will be immediately removed from membership by the church Pastor and /or Deacon Body unless repentant of their position, making progress to correct the error, seeking help if necessary, willing to reclaim the position of this church, and willing to work with church leadership over such matters.

Section 2: Pre-requisites

All persons seeking membership in this body of believers must be a born-again believer of Jesus Christ. Each person has to attend a newcomer’s course in which they are presented the Constitution, Articles of Faith, Covenants, Church Handbook, 2000 Baptist Faith and Message, Budget and the discipleship process of this church. Anyone who becomes a member is agreeing to the church operating under the guidance of these documents in conjunction with the Holy Scriptures.

A person seeking membership is a member candidate until all of the following have been fulfilled: completed the new-comers course, public profession of faith in Jesus Christ, believers baptism, and having been officially presented to the church body during a business meeting this presentation can be in name only if the member candidate has previously been presented to the church at a corporate worship service. Any person subscribing to the Holy Scriptures, our Constitution, Articles of Faith, Covenant, Church Handbook, 2000 Baptist Faith and Message, budget, discipleship process of the church, and has professed Christ and been baptized by immersion is eligible to become a member.

Section 3: Qualifications/Requirements

This church will receive people into the family of God as follows:

Upon profession of faith in Jesus Christ as Lord and Savior, giving testimony of change of heart and following in obedience by being baptized by immersion.

By promise of a letter of standing from a church of like faith and order showing them to be in fellowship and good standing. They shall be under the watch-care of the church until their letter is received. Following a proper letter they shall then be brought into full membership.

By statement of prior conversion experience and baptism by immersion in a church whose beliefs and practices are in accordance with this local church.

This church will accept people under *watch-care* instead of membership if a person so desires to be a part of the church but not a member. (See section 7)

While the church does not always ask for audible dissent when accepting an individual as a member, should there be any dissent toward any candidate, such dissent shall be referred to the Church Pastor and Deacon Body in writing for their investigation and resolution within two weeks of the member candidate being presented to the church for regular membership or prior to the next business meeting which ever is sooner.

If a member candidate or member displays unchristian conduct or lifestyle that is inconsistent with the principles of the Southern Baptist faith or the generally accepted attributes of a life lived in pursuit of Christ-likeness, their position as member is temporarily suspended. If necessary, Church discipline proceedings or an investigation can be conducted. Throughout, the Church Pastor and Deacon Body will try to bring resolution to the issue.

Section 4: New-Comers Class

The New Comers class will be taught periodically throughout the year as needed. In order to become a full member one must complete this course and sign the membership agreement upon completion. All sessions of this class must be attended or administered by the Pastor or his designee on an individual basis.

Section 5: Transfer, Removal, Release

The following applies to the continuance of membership.

If Church Leaders become aware at anytime a member candidate or member declares a position inconsistent with the Holy Scriptures, constitution, articles of faith, covenant, Church Handbook, 2000 Baptist Faith and Message and/or discipleship process, they will be immediately removed from membership by the Church Pastor and/or Deacon Body unless repentant of their position, making progress to correct the error, seeking help if necessary, willingly reclaim the position of this church and willing to work with Church Leadership for guidance over such matters.

Transfer to another church of like faith and order or an SBC church after receipt of a request for such transfer from the church member or other church. If the member transferring is inactive, under discipline or there are issues that the congregation is aware of that the receiving church should be aware of, or if the members of the congregation have Scriptural issues with the transfer, then the letter of transfer to another church shall so state these facts or if there are circumstances known to the congregation or church Leadership that would be inconsistent with Christian principles to withhold from the gaining church then the transfer letter will so state the concerns.

Broadman Baptist Church will not grant a transfer letter to persons who are not transferring to a church of like faith and order or another SBC church. A member or inactive member may be released from membership instead of transferred. A letter explaining this action will be sent to the church requesting the transfer

Upon one's own written request to the church, one's membership may be removed.

When a member is known to have moved out of the local area, when a member has made clear to Church Leadership, they have no intentions of returning to the fellowship; they will be removed automatically from membership. Membership will be removed after a period of one year unless requested and otherwise approved at a regular business meeting.

As outlined in the procedures for church discipline a member may be removed should they become an offense to the church in accordance with Scriptures and /or the content of the constitution, any church handbook or the 2000 Baptist Faith and Message.

A member automatically forfeits membership rights if they sue or take the church to court for any circumstance. This will be put in the minutes of the Church.

Upon knowledge of death of a church member the church clerk will automatically make a notation on the church roll, adjust the number of church members, and place the action in the minutes of the church.

Section 6. Inactive

A member is considered inactive if they are absent from church services for a period of three months without sufficient reason. Sufficient reason is to be determined by the Church Pastor or Deacon Body. The Church Pastor or Deacon Body may then place the member's name on the inactive role through the church clerk or secretary. No vote is required.

The church will attempt to bring a person of inactive status back into the flock. The church will continuously lift up in prayer an inactive member that has the intent of having Broadman

as their spiritual home in hopes to minister them back to active worship and fellowship with the Body.

Inactive members change their status to active members as they strive to fulfill their commitment under the Broadman Baptist Church Covenant. The inactive member is reconsidered for active status at the recommendation of the church Pastor or Deacon body. Activation of membership status will be finalized during the next Church Business Conference. Inactive members cannot vote in any business meeting nor can an inactive member hold any office specified to be filled by members such as Deacon or Church Council positions. Nor can an inactive member or non-member voice their opinion during a Church Business Conference unless the Moderator and Church Pastor both approve and give them permission to speak.

Special note for students and military personnel: If a member is a student or member of the military or encounters similar circumstances as approved by the Church Council, and that status takes them away from the opportunity to have regular attendance with our congregation they will be exempt from being considered an inactive member. The student or military member will not be counted as an active member for the purposes of the quorum while they are away at school or in military service.

Section 7: *WATCH-CARE*

Someone can request to be placed under the watch-care of our church. This means the person requesting watch-care remains a member of another church but is under our watch-care while at our church. This person does not have the rights of membership for voting purposes but will be allowed to participate and serve in church ministries.

Section 8: PROVISIONS FOR AUTOMATIC TERMINATION

The membership of any member shall automatically terminate without notice if a member states or admits that they are involved in any unchristian conduct without repenting of the conduct. If repentance is in question then the Church Pastor will consult with the Deacon Body for a joint decision. Upon receipt of evidence of repentance by the Church Pastor and the Deacon Body the membership termination may be waived by joint resolution. If accusations of unrepented, unchristian conduct are brought against the Pastor or a Deacon, they cannot vote in their own hearing.

If it is determined that a member has a membership or is regularly attending another church they forfeit their rights of membership at Broadman Baptist Church by default. There is no vote required.

No provision contained in this section shall be subject to or governed by the procedures regarding discipline of members in section 9 below.

SECTION 9. CHURCH DISCIPLINE

It is to be understood that Broadman Baptist Church intends to take every reasonable measure to assist any member in difficulty. The Church Pastor and Deacons are committed to being reasonably available for counsel and biblical guidance. Reconciliation shall always

be the goal in any matter of discipline toward any member. However, should there ever be a need for church discipline Scripture will be used as a guideline.

[Matthew 18:15-17](#) is understood to be the primary teaching regarding personal differences. However, should any serious condition exist which would cause a member to stumble, become a liability to self or to the general welfare of this church, the matter is immediately taken to the Church Pastor and the Deacon Body to take action for the good of the Kingdom of God, this church and all persons involved.

If the above efforts fail to bring reconciliation, the Church Pastor and Deacon Body may (using the Scriptural procedure) choose to admonish, reprimand or exclude from membership, any member who becomes an offense to the church and its good name for the following reasons:

1. Un-Christian conduct or disregard of the Church Covenant, By-laws, handbooks, and Scriptural principles of conduct for a Godly life.
2. Un-Christian conduct that is called an abomination or sin in the Scriptures.
3. Un-Christian conduct that is contrary to the doctrinal positions as stated in the 2000 Baptist Faith and Message.
4. Practicing, teaching or proclaiming doctrines subversive to those held and proclaimed by this Church, whether such practice, teaching or proclamation is done on Church property or in some other place.

Any charge by a member, or members, against the character or Christian standing of any member must be presented to the Church Pastor and Deacon Body together. The charge must be in writing and the person must be prepared to defend the charge in person before the Church Pastor and Deacon Body if necessary. The person submitting such charges must be prepared to support the charges with reliable witnesses if they exist. The pastor and deacon body shall take no action until the accused shall be notified first in person if possible and/or by registered letter and given a period of 15 days to prepare a response. Failure to appear or to respond with such defense will automatically be considered as supporting evidence of the charges advanced. All such charges shall be kept in strict confidence by all parties involved until such time a recommendation shall be made. A breach in such confidentiality is unacceptable and shall itself be subject to Church discipline.

Should exclusion result, upon evidence of the excluded person's repentance and reconciliation, the church may restore to membership any person previously excluded, so long as the excluded person request membership. The recommendation from the Church Pastor and Deacon Body, and approved by a vote of the church. An individual who has been restored to membership shall have all the rights of full membership.

II. CHURCH ORDINANCES

SECTION 1: Baptism

This church practices Believers Baptism by immersion. The Church Pastor will schedule baptismal services as needed. The Church Pastor or someone he appoints shall oversee all baptisms. The Deacons will help prepare the church service for this ordinance.

SECTION 2: Lord's Supper

The Lord's Supper will be conducted regularly throughout the year, normally during Sunday Morning Worship services. On occasion the Church Pastor and/or member of the Deacon Body may give the Lord's Supper to shut-ins or those who are sick. The Deacons are responsible for the preparation of the Lord's Supper while the Pastor normally administers the ordinance, a Deacon or ministerial member of the staff can do so at times with the church pastor's approval.

III. SPECIAL OCCASIONS

Baby Dedications – we believe that Children are a gift from the Lord. Baby dedications will be performed at the desire of the parents with the approval of the Church Pastor. The dedication is a sign of the parents desire to raise their child in the ways of the Lord and the congregation's desire to help them carry out this Godly responsibility.

Minister Ordination – minister ordination shall be conducted under the supervision of the Church Pastor after the minister has been found fit to serve as a minister of the Gospel by the Church Pastor, and an appointed ordination council.

Minister Licensing – minister licensing shall be conducted under the supervision of the Church Pastor after the minister has been found called to serve as a minister of the Gospel.

Deacon Ordination – Deacon Ordination shall be conducted under the supervision of the Church Pastor after a deacon nominee has been found fit to serve by the Church Pastor, Deacon Body and the congregation.

Laying on of Hands – the laying on of hands is a practice to set people apart in the ministry. This practice can be done for numerous reasons. Normally this practice is conducted by the Church Pastor or Deacon Body.

IV. CHURCH ORGANIZATION

CHURCH STRUCTURE – Christ, Pastor, Ministerial Staff, Church Council, Deacon Body, Ministries, & Body of Christ.

CHURCH PASTOR – The Church Pastor is responsible for leading the church to function as a New Testament Church in a contemporary setting according to the Scriptures. The Church pastor will oversee the Deacon Body to conduct the pastoral ministries of the church. The Church Pastor will oversee the church council to lead the ministry direction of the church. Lastly, the Church Pastor shall serve the church in agreement with God until God's will determines otherwise. See Search committee for the calling of a Church Pastor.

MINISTERIAL STAFF – the ministerial staff shall be called as the Church Pastor or church determines the need of such staff. The recommendation of the Church Pastor and an assigned search team are required for the acceptance of ministerial staff. A ministry description will be drafted and agreed upon by the Church Pastor and candidate for ministerial staff. Ministerial staff can function as volunteer or paid staff. The Church Pastor, in consultation with the Nominating and Personnel Committee, has the authority to terminate

a ministerial staff position. If circumstances require immediate action then the Church Pastor may exercise sole authority for termination. See Search Committee for the calling of Ministerial Staff.

NON-MINISTERIAL STAFF – Non- ministerial staff members are sub-contracted employees of the church. They shall be hired as the church determines the need for their services. The Nominating/Personnel Team or Church Pastor shall have the authority to employ and terminate non-ministerial staff members as needed. Staff openings shall be posted for positions which are appropriately filled from within the church.

CHURCH COUNCIL – The Church Council shall consist of the leaders nominated, elected, and then appointed by the church to guide the overall ministry direction of the church. The nominating team will present the candidates for consideration to the church body at the annual business conference or as needed. The Church Pastor and Church Council can temporarily appoint someone to the Council until they can officially be presented to the church at the next business conference. The Church Council Structure can be altered to best meet the church ministry needs by either the Church Pastor and/or Church Council. The Church Council exists to assist the Church Pastor in directing the ministry efforts of the church. The Church Pastor shall serve as the leader of the Church council.

The Church Council serves by leading the church in planning, coordinating, and calendaring of church activities and events and evaluating the ministries and programs of the church.

The Church Council shall submit recommendations and evaluations to the appropriate ministry team and/or make a recommendation to the church when in the scope of their function.

Additionally, the Church Council will appoint the Personnel/Nominating team the task of providing an annual evaluation in writing of the Church Pastor, ministerial staff, and non-ministerial staff.

DEACONS – The Deacon Ministry is intended to be a blessing to the Church and the Deacons. Those who serve will have a great reward in Heaven. This is a position of humble servanthood to the Church Body

The deacon ministry is a ministry of ordained laypeople called out by God to this unique position of service in the local church. Scriptural qualifications are set forth in [1 Timothy 3:8-13](#) and [Acts 6](#). Ordination by this church or by another Southern Baptist Church is required.

Deacons are responsible for ministerial support of the pastor, assisting in preparation for the ordinances, visitation of members, serving congregational needs and concerns, church discipline, conflict resolution and oversight of church unity.

If there are issues of Scriptural qualification the Deacon Body under the guidance of the Church Pastor will come to a decision on the matter. Both the Church Pastor and the majority of the Deacon Body must be in agreement to recommend someone to the church for Deacon Ordination or Activation.

In addition to the Scriptural qualification this local church requires that a deacon:

- Have been an active member for at least one year
- Be at least 18 years of age
- Not be serving in another ordained position
- Is faithfully attending Church Services and Activities
- Will be consistent in attendance at deacon meetings
- Be a good steward of time and money
- Be an active witness for Christ in and through the local church and community
- Abide by the Covenant, By-laws and Handbooks of Broadman Baptist

The Deacon Ministry will consist of enough Deacons to accomplish the Deacon ministry. This will be determined by the Church Pastor and/or Deacon Body. The addition of Deacons shall be considered as the church grows, such that a Deacon should not serve more than ten households, unless there is not enough qualified laypeople to be nominated or to serve as a Deacon.

The Deacon ministry will elect annually a chairman, a vice-chairman, baptistery coordinator, Lord's Supper coordinator, teller coordinator, usher, benevolence coordinator and a greeter coordinator.

The Deacon ministry will function on a rotating basis as follows:

Any deacon reserves the right to take a personal leave of absence from the Deacon Ministry for personal reasons.

The Church Pastor and/or Deacon Board can place a Deacon on a leave of absence.

The Church Pastor and Deacon Body can control the rotation of Deacon's on or off as needed to meet the ministry needs of the church. Additionally, new members and others in the congregation will be considered for Deacon on an annual basis. But we do not have to elect a Deacon every year unless qualified and needed. The rotation system allows a Deacon to serve the needs of the church unless they need a break from the Deacon ministry.

The process for Deacon elections will be as follows.

The Church Pastor and Deacon Body will determine if a Deacon election is necessary.

If an election is necessary, the Deacon Body and Church Pastor determine how many Deacons are needed.

If an election is necessary, each church member is given the opportunity to nominate a person to be a Deacon candidate.

The Deacon Body and Church Pastor will review all nominations for qualification. Qualification approval requires the Church pastor and the majority of the deacon body.

All the qualifying Deacon candidates are contacted to determine if they are willing to serve.

Those who are willing to serve and qualify will be presented to the church for their blessing by a yes or no vote of discernment. Each person receiving a majority vote from the congregation will serve as Deacon.

If approved by the church, the Deacon candidate will be ordained in the near future, or moved to active status if previously ordained.

TERMINATION:

A deacons service shall be terminated should he be absent for three consecutive deacon meetings without making proper notification to the Deacon chair or church pastor.

A pattern of behavior or sin that is not becoming of the office of Deacon. (In such a case the Deacon may have his ordination revoked.)

All that applies in the church discipline section.

Termination of a Deacon requires the Church Pastor and the majority of the Deacon Body

WOMEN –It has been this church's tradition that women have not served as Deacons in the Deacon ministry. But the wives of Deacon's do serve as part of the Deacon's ministry.

CHURCH MINISTRIES–The ministries of the church are accomplished through the ministries of the people of the church. Annual or more frequent Ministry Fairs will be conducted in order to plug people into ministry. Serving in ministry is a Biblical mandate, all are welcomed to serve. Each ministry section will function according to the Scriptures and the intent of the Constitution, handbook and church policies.

Non-members can serve in the ministries of the church; however, they cannot assume ministry leadership roles. We encourage every believer to serve the local church through ministry.

Certain church ministries require applications, background checks and interviews for the safety of the individual, our fellowship, and ministry.

COMMITTEES, COUNCILS, COORDINATORS, DIRECTORS, TEAMS

(THIS CHURCH WILL FUNCTION AS **TEAMS** NOT **COMMITTEES** UNLESS OTHERWISE STATED OR NOT POSSIBLE.)

The Church may create any ministry team it deems necessary to advance the ministry of Broadman Baptist Church. The Church Council shall help assist all members to find a place to serve. The Team Leader appointed by the church will inform the council of all who are serving on their ministry team. The Church Council is responsible for the approval of new

ministries as needed. Upon the approval of a new ministry position the nominating team will be responsible for creating a job description.

It is the goal of this church to have a ministry description and job description for all ministries. See the BBC Ministry Description Guide for more details.

With congregational approval, the church moderator or Church Pastor or Church Council may appoint ad hoc teams. Ad hoc teams shall cease upon completion of their assignment.

Function, scope, and job descriptions of the current ministries and ministry teams can be found in the BBC Ministry Description Guide.

SEARCH TEAM

SECTION 1: CHURCH PASTOR

If the occasion arises that the church is in need of a Pastor, a special team will be commissioned to represent the body to search for God's man for the church.

The Search team will seek feedback from and keep the congregation informed on the progress. The Search team will consist of an odd number of people. The team will pick a chair person.

The Search team will be active in their pursuit of a new Pastor until the church calls a Pastor and the Pastor accepts the call or the church stands down the church team.

Once a pastor is called by the church the search team's duties will shift to that of advisory team for the new Pastor in conjunction with, but subordinate to, the Church Council, they will provide the Pastor with ministry feedback for the first year of ministry on a quarterly basis. The feedback is to uplift and encourage the Pastor in the ministry, while giving them guidance in any areas of ministry that may need more attention or focus. The intent of the search team acting in such a manner is to set the pastor and church up for a successful ministry.

SECTION 2: Ministerial Staff

When deemed necessary by the Church Pastor or Church Council, a special Search Team can be appointed to seek a minister to serve on staff. The process will be as follows:

The Church Council and Church Pastor determine the ministry position need and then nominate a team to search for a new staff member. (This team can be a specially appointed team or can be the Nominating/Personnel Team).

The church will be notified at the next business conference, if not sooner.

This special search team and the Church Pastor shall jointly recommend to the church the final candidate for the position.

The special search team and Church Pastor will ask the church to bless their decision.

Ministerial staff, work for the Church Pastor and the Nominating/Personnel Team will provide annual evaluations.

Resignation or termination of paid Church Staff (Ministerial and Non-Ministerial)

If a ministerial staff member desires to leave or is terminated:

Resignations of ministerial staff will require at least two weeks written notification.

The church may vote to vacate a ministerial staff position due to poor job performance upon recommendation of the Church Pastor and/or Personnel Nominating Team. Compensation conditions will be considered and presented to the congregation.

Section 8 under Church meetings will be referenced regarding a quorum for conducting various personnel functions under this section.

Non-ministerial staff, are asked to provide two-weeks notice when at all possible and to provide a smooth transition of their duties to the incoming staff member.

V. CHURCH MEETINGS

Section 1. Worship Services

Broadman Baptist Church shall conduct regular, weekly, corporate worship services. Occasion for exception shall have Church Council, or Pastor Approval.

Section 2. Special Services

Special services, revival services, evangelistic meetings, Bible conferences and other special church meetings essential to the advancement of the church's objectives shall be scheduled upon recommendation of the pastor, and/or church council, and/or deacon body.

Section 3. Business Conferences

Broadman Baptist Church shall conduct regular Church Business Conferences (CBC), led by the Church Moderator. Church Business Conferences shall be conducted three-month intervals.) CBC will normally be conducted on a quarterly basis. However, shorter or longer durations can be approved by the Church Pastor and Church Moderator. An agenda shall be posted and made available for members prior to the Church Business Conference.

Section 4. Church Hall Meetings

Broadman Baptist Church will have Church hall meetings in conjunction with regular CBC as needed. A town hall meeting is for information and discussion about ministry direction. It is normally conducted by the Pastor and has an open discussion forum. These meetings are for the ministry aspects of the church.

Section 5: Annual Church Meeting

The annual meeting of the church shall be held during the first CBC of the year. During this meeting annual reports shall be presented. A written Church Annual Report should be published for the congregation as needed within a reasonable amount of time, preferably prepared before the Annual Church Meeting. Other business may be transacted as specified in the agenda or brought before the moderator if it conforms to the spirit and intent of a regularly scheduled CBC.

Section 6: Special Business Meetings

The Church Pastor or Church Moderator may call a Special CBC whenever necessary, however, if at all possible a two week notice of the meeting will be issued.

SECTION 7: Annual Church Summit

The annual Church Summit is held at the discretion of the Church Pastor or Church Council. The purpose is to focus the ministry toward the future.

SECTION 8: Quorum

A Special called CBC shall consist of 15% of the active membership in attendance.

A quorum for the call or dismissal of a pastor shall consist of (50%) +1 member of the active membership in attendance and a two-thirds majority vote is necessary to carry any motion for dismissal. The Church Clerk shall report the active membership totals to the Church Moderator one week prior to all CBC.

Active membership shall be considered only those in regular attendance at Broadman Baptist Church (as defined in the Broadman Baptist Church Constitution under Church Membership section) Members who do not meet the minimum age requirement for voting are granted all other privileges of membership. Members of new Church plants sponsored by Broadman Baptist Church will not be considered active members for this purpose and may not vote in regular or called business meetings.

VI. CHURCH VOTING

All matters of business shall be decided by a two-thirds majority of active members present and voting unless otherwise specified by these Bylaws. Under the spirit of law, those who are of legal age can only cast votes for items that will bring the church under an obligation of a contract. Other church issues may be decided by all members aged 12 or older.

At Broadman Baptist Church voting is not a right. It is a freedom to discern God's will. Casting a vote is saying you discern God's will on that matter. So church voting is really a matter of spiritual discernment, not opinion, or likes and dislikes.

VII. CHURCH PARLIAMENTARY PROCEDURE

Christian love and courtesy shall always be the foundation of any business conducted by this church. The Church Pastor and/or Church Moderator have the right and responsibility to adjourn a meeting in the event that Christian Love is in question.

The latest revision of Robert's Rules of Order shall guide parliamentary procedure as used in this church if procedures are in question.

VIII. CHURCH FINANCE

Section 1. BUDGET

The church budget shall be a guide for expenditures of the anticipated receipts of the church through giving. The Finance Team, in consultation with the church Pastor and Ministry Leaders, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for local and other expenses.

It is understood that membership in this local church involves financial obligation to support the church and its causes with regular tithing and offerings. Confidential records will be kept by the finance team for all tithes and gifts. A periodic statement will be provided to each member. Offering envelopes will be provided for members and anyone requesting such envelopes.

The Broadman Baptist Church Finance Team shall submit a budget for vote annually in the month of December or as soon as possible thereafter. Said budget is to be made available to members at least one week prior to a discussion meeting, normally held during the CBC, during the month prior to the church vote. Upon adoption by the church, the budget shall constitute the guide for expenditure of the anticipated tithes and offerings.

Recommendation for additions and deletion of items in the current year budget can be submitted at any CBC when made a part of the agenda, or a special budget amendment meeting can be called by the Church Pastor or Finance Team.

Section 2: TITHE AND OFFERINGS

According to the Scriptures all believers are expected to give in support of God's work. Tithing is 10% of your gross income. God expects every believer to give a tithe. He also wants each person to give what they can above the tithe and this is called an offering. Broadman Baptist Church believes every member should tithe and give offerings to the ministry of the church.

Section 3. INCOME

Income for Broadman Baptist Church is derived from regular tithes and offerings given by members, attendees, partnership and/or associated churches, and Southern Baptist Convention entrees.

Broadman Baptist Church receives regular tithes and offerings to be used in accordance with congregationally approved annual church budgets. Broadman Baptist Church may also receive designated funds, which are not part of regular tithes and offerings to be used in trustee approved ministries or projects of the church. Members shall fulfill their obligation under the church covenant to support the church budget with their tithes before making any designated offerings.

The church will do its best to honor the intended purpose of any designated fund given to the church for the specific designation. Designated funds usually have a specific short term purpose. However, designated funds or similar funds ultimately are to be used to advance the Kingdom of God through the ministries of Broadman Baptist Church. Therefore, the church has the right to utilize designated funds as appropriate, in the best interests of the giver, the needs of the church and for the Kingdom of God. All designated gifts and funds given to individuals must meet IRS standards.

If requested, any person donating items to the church will receive a tax credit statement according to IRS standards. Once an item or money is donated to the church it becomes church property.

Section 4. ACCOUNTING PROCEDURES

An internal or external annual audit of the books will be conducted.

Section 5. FISCAL YEAR

The church fiscal year shall begin on January 1 and end on December 31. Programs and ministries of the church shall abide by the fiscal year for calendaring purposes. The Ministry of Discipleship shall operate on an annual calendar of September 1 through August 31.

VIII. AMENDMENTS BY THE CHURCH

The Constitution and Bylaws may be amended at any regular CBC of the church provided each amendment has been presented and recorded in the meeting minutes of a previous CBC. Copies of each proposed amendment shall be made available to members either by mail or in the church foyer at least one week prior to the amendment vote.

IX. SAVING CLAUSE

In the event any section of these Bylaws shall be declared unlawful or otherwise unenforceable, such declaration shall not affect any other provision of these Bylaws.

The congregation of Broadman Baptist Church, through its called and elected leadership and the procedures put forth in these Bylaws and Constitution, shall be the final determining authority of what is lawful and enforceable as a body of believers of Jesus Christ; irrespective of judgments made by other churches and associations of like faith in Ohio and the Southern Baptist Convention amendment vote.