

**BETHEL BAPTIST
CHURCH**

**CONSTITUTION AND
BY-LAWS**

**As Revised on
January 01, 2024**

Table of Contents

CONSTITUTION

BETHEL BAPTIST CHURCH	1
PREAMBLE	3
I.ORGANIZATION	3
II.PURPOSE	3
III.DOCTRINE AND COVENANT	3
IV.MEMBERSHIP	7
V.MEETINGS	7
VI.CHURCH GOVERNMENT	9
VII.RULES OF ORDER	11
VIII.AMENDMENTS	11
IX.ADOPTION	11
I.PROCEDURE AT BUSINESS MEETING	12
X.MEMBERSHIP	12
XI.SALARIED PERSONNEL	14
XII.DUTIES OF CONSTITUTED AND NON-CONSTITUTED CHURCH OFFICERS	17
XIII.LEADERSHIP BOARD	18
XIV.STANDING CHURCH COMMITTEES	20
XV.MINISTRIES AND PROGRAMS	20
XVI.DECISION - MAKING POLICY	21
XVII.ANNUAL REPORTS	21
XVIII.RELATIONS TO CONFERENCES	21
XIX.DISPOSITION OF CHURCH PROPERTY	22
XX.AMENDMENTS	22
XXI.ADOPTION	22

**CONSTITUTION OF
BETHEL BAPTIST CHURCH
MANKATO, MINNESOTA**

PREAMBLE

As a group of committed believers in Jesus Christ, we have voluntarily joined together, cooperating with the Holy Spirit to accomplish God’s purposes. We have a common commitment to Jesus Christ as Savior, the authority of scripture and identification with Christ through baptism. We agree to be governed by the Bible – the eternal Word of God – and this constitution, affirmation of faith and covenant.

I. ORGANIZATION

1. Name

The name of this church shall be Bethel Baptist Church of Mankato, Minnesota, Incorporated. (Organized November 12, 1892; Incorporated May 5, 1899)

2. Affiliation

This church shall maintain voluntary affiliation with the Minnesota Baptist Conference and the Baptist General Conference, because we believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. This church may likewise cooperate with interdenominational fellowships on a voluntary independent basis.

II. PURPOSE

Bethel Baptist Church exists to introduce people to the claims of Christ and to equip them to live out those claims in their world.

III. DOCTRINE AND COVENANT

This church accepts the Scriptures of the Old and New Testaments as the inspired Word of God and as the authoritative basis for what we believe and how we live. This statement of Doctrine is an expression of the essentials of our faith as set forth in the Scriptures. This document shall be subject to revision by the congregation as necessary to bring our faith and life into closer alignment with the teachings of the Scriptures.

DOCTRINE

1. The Word of God

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct (John 17: 17; Romans 15:4; II Timothy 3:16, 17; II Peter 1: 19-21).

2. The Trinity

We believe that there is one living and true God, eternally existing in three persons – Father, Son and Holy Spirit (Matthew 28:19; John 1:1-4; I John 5 :7).

3. God the Father

We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the lives of people, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ (John 3:16-17; Hebrews 1:2-3; I John 1:7).

4. God the Son, Jesus Christ

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth. We acknowledge Jesus Christ as our exclusive Lord & Savior. (Isaiah 7: 14; John 1: 14; Philippians 2:5-11; Hebrews 1 :2-3; I John 1 :7).

5. God the Holy Spirit

We believe in the Holy Spirit who convicts the world of sin, righteousness, and judgment, and regenerates, sanctifies, and empowers all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ and that He is our helper, teacher, and guide (John 14:26; John 16:7-15; Romans 8:14-17; Ephesians 1:13-14).

6. Regeneration (Salvation)

We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit (John 1:12-12; John 3:3, 16-17; Acts 20:21; 2 Corinthians 5:17; Ephesians 2: 1-9; Titus 3: 5).

7. The Church

We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, ministries, and fellowship. We believe that God has established the local church for the primary task of proclaiming the gospel of Jesus Christ to a lost world (Matthew 16:16-18; Matthew 28:18-20; Acts 1:8; Acts 2:38-41; Ephesians 2:19-22 & 5:25-27).

8. Christian Conduct

We believe that a disciple of Jesus Christ should live for the glory of God and the well-being of others; that this conduct should be blameless before the world; that we should be faithful stewards of our possessions; and that we should strive to grow in faith and to mature in Christ and help others to do likewise (II Corinthians 9:6-8; Ephesians 4: 11-16; Philippians 2:14-16; Colossians 3:17-23; I Thessalonians 5:16-18).

9. The Ordinances

We believe that the Lord Jesus Christ has established two ordinances for the local church: baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water in the name of the Triune God. We believe that the Lord's Supper was instituted by Christ for the remembrance of His death. We believe that these two ordinances should be observed until the return of the Lord Jesus Christ (Matthew 28:18-20; Acts 2:41-42; Romans 6:3-5; I Corinthians 11:23-32).

10. Religious Liberty

We believe that every human being has direct access to God through Jesus Christ, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other (1 Peter 2:13-17).

11. The Last Things

We believe in the personal and visible return of the Lord Jesus Christ to earth and the fulfillment of His Kingdom. We believe in the bodily resurrection of the just and the unjust, the final judgment, the everlasting joy of the saved, and the everlasting conscious punishment of the lost (John 5:28-29; Revelation 20: 1-15; II Corinthians 5: 10; Matthew 25:31-46).

COVENANT

As a local body of disciples of Jesus Christ, we covenant with one another and before God to lead lives worthy of the Lord and to seek to please Him fully in all that we do (Galatians 5:16-18; Romans 6:14, 15; Romans 8:14-17; Colossians 3:1, 2).

FOR THE ADVANCE OF THIS CHURCH

We promise, through the power of the Holy Spirit, to turn away from sin and walk together in Christian love and righteousness. For this purpose, we will strive together to promote the peace and purity of this church by meeting together in worship, celebrating its ordinances and upholding its discipline and doctrines. (Romans 14: 10; 2 Corinthians 5:17, 6:17, 18, 7:1; Hebrews 10:24, 25)

AS CHRISTIAN STEWARDS

We promise, through the power of the Holy Spirit, to faithfully give of our time, talents and money according to the ways that God has prospered each of us so that the work of the local church and the world-wide ministry of spreading the Gospel can be faithfully and effectively discharged. (1 Corinthians 16:2; 2 Corinthians 9:6, 7; Malachi 3:10)

ALONE AND AT HOME

We promise, through the power of the Holy Spirit, to grow in our devotion to Jesus Christ individually and in our family; to teach the Bible to our children; to seek the salvation of our family and acquaintances. (Joshua 1:8; Psalm 1:2; Colossians 3: 18-21; Proverbs 22:6; Deuteronomy 6:3-7; 2 Peter 3 :9)

TOWARD ONE ANOTHER

We promise, through the power of the Holy Spirit, to give and receive admonition with humility and love; to remember each other in prayer; to aid each other in case of sickness and distress; to cultivate Christian compassion and courtesy; to be slow to take offense; to seek reconciliation without delay; to encourage one another in the blessed hope of our Lord's return. (Romans 15:5-7, 14; Galatians 6:1-10; II Corinthians 1:3, 4; I Corinthians 12:26)

BEFORE THE WORLD

We promise, through the power of the Holy Spirit, to be just in our dealings; to be faithful to our commitments; to be exemplary in our behavior; to avoid all appearance of evil; to abstain from all drugs, food, drink and practices which bring unwarranted harm to the body or hinder or jeopardize our own or another's faith; to avoid unkind words and unrighteous anger; to combine enthusiasm and knowledge in our efforts to advance the cause of our Savior and to make Christ first in all things. (Galatians 5:19-26; 1 Thessalonians 5:22; 2 Corinthians 1:3, 4; 1 Corinthians 12:26)

WHEN WE MOVE

We promise, through the power of the Holy Spirit, that when we move from this place, we will, as soon as possible, unite with a local church where we can carry out the spirit of this covenant and the principles of the Word of God. (Hebrews 10:24, 25)

IV.

MEMBERSHIP

1. Eligibility

Any person who is in substantial agreement with the faith and practice of this church may become a member upon:

- A. Confession of faith in Jesus Christ as Savior and Lord;
- B. Baptism by immersion;
- C. Displaying evidence of a desire to live a consistent Christian life; and
- D. Completion of the membership procedure as prescribed in the Bylaws.

2. Responsibilities and Rights

- A. All members of the church are expected to attend its meetings, to work for its growth, to fittingly represent the Lord and church in the community, and to contribute regularly and according to their ability.
- B. Members shall strive with God's help to keep their church obligations. They shall hold their Pastor(s) in esteem and pray for them as well as other officers of the church and work with them in carrying out the ministries of the church. They shall endeavor to preserve the unity of the church and, if at any time they find themselves opposed to the fundamental doctrines of this church, as stated in ARTICLE III, they shall quietly withdraw from its membership.
- C. All members in good standing shall have equal rights, except that those under eighteen years of age shall be ineligible to vote on corporate matters. Members of this church shall have no rights to church property and upon termination of membership shall be entitled to no interest in the assets.

V.

MEETINGS

1. Public Meetings

- A. The church shall schedule worship services weekly and other meetings as deemed appropriate.
- B. The observance of the Lord's Supper shall be monthly and at such times as the Leadership Board or designee(s) shall advise.

2. Board, Committee and Group Meetings

- A. Groups involved in the business or activities of the church shall meet as may be necessary to accomplish the purposes of the church and of their particular assigned task.
- B. Meetings will be scheduled in advance in keeping with applicable Church Policy in order to maintain a balanced church program and to appropriately schedule facilities.

- C. The church office shall be notified in advance of proposed meetings of any board, committee, or group for purposes of coordination.

3.Church Business Meetings

- A. The Annual Meeting of the church shall be held in the month of November.
- B. The fiscal year shall be from January 1 through December 31.
- C. Special business meetings of the church may be called at any time by request of the Leadership Board, the Senior Pastor, or upon written request of a quorum of the membership. Such requests shall be submitted to the Church Chairman. Notice of the special meeting shall be posted at least two weeks prior to the date of the special meeting. Notice provisions for special meeting may be suspended by provisions in Section 4.a. below.

4.Quorum

- A. A quorum shall consist of the active resident members present at any regular or properly called meeting. The quorum of active resident members required for the following exceptions is listed below:

Type of Motion	Quorum Required	Affirmative Vote	Secret ballot required	Absentee ballot allowed
To amend the Constitution or Bylaws	10%	Majority	Yes	Yes
To call a Senior Pastor	30%	2/3	Yes	Yes
To dismiss a Senior Pastor	30%	2/3	Yes	No
To vote for candidates on the annual ballot	N/A	Plurality	Yes	Yes
For legal matters concerning acquiring, disposing of or encumbering property	10%	Majority	Yes	No
To suspend special meeting notice provisions	30%	Majority	No	No
For members to call a special meeting	10%	N/A	No	N/A

5.Qualification of Voters

- A. Only members in good standing who are 18 years of age or older shall be eligible to vote on the following issues:

- 1)Acquiring, disposing of or encumbering property,
 - 2)Calling or dismissing a Senior Pastor.
- B. On all other matters, members in good standing who have reached their 14th birthday shall be eligible to vote.

6.Voting Provisions

- A. Voting by absentee ballot is allowed only for issues of amending the Constitution or Bylaws, calling a Senior Pastor or voting for candidates on the annual ballot. Absentee ballots will be available in the church office two weeks before the meeting at which the vote will be cast and must be submitted prior to the meeting. Absentee ballots will be sealed in an envelope by the voter and held securely at the church office until the vote. Prior to the vote, the Church Chairman will report the number of absentee ballots including, if requested, the names of those voting by absentee ballot. Any member can challenge the validity of the set of absentee ballots and call for a vote not to accept them.
- B. There shall be no voting by proxy.

VI. CHURCH GOVERNMENT

The government of this church is vested in the body of believers who comprise it. The church membership shall elect the Leadership Board, Nominating Committee and Audit Committee; select a Senior Pastor; review the annual Church Plan; approve the Budget; and, as necessary, elect a Senior Pastor Calling Committee. The Leadership Board and Senior Pastor shall be responsible for the general oversight of the affairs of the church in accordance with the Constitution. The Senior Pastor and administrative team shall be responsible for daily church operations.

1.Officers

Officers of the church and non-profit corporation shall be:

- A. Chairman – Appointed by Leadership Board annually from amongst their membership at the first meeting after the Annual Meeting and reported to the Congregation; must have previously served on the Leadership Board for at least one year.
- B. Vice Chairman – Appointed by Leadership Board annually from amongst their membership at the first meeting after the Annual Meeting and reported to the Congregation.
- C. Financial Officer – Appointed by Leadership Board annually from amongst their membership at the first meeting after the Annual Meeting and reported to the Congregation.
- D. Recording Secretary – Appointed by the Leadership Board annually. Not required to be a member of the Leadership Board.

2. Church Boards and Committees

- A. The following Boards and Committees shall perform responsibilities as further defined in the Bylaws:
- 1) Leadership Board – the church governing Board elected by and responsible to the congregation for church policy, strategy and direction, oversight of church and ministry operations and representation of congregational interests in the fiscal and legal affairs of the church.
 - 2) Nominating Committee – a Standing Committee elected by the congregation and responsible for nominating candidates for all open positions on Church Boards and Committees.
 - 3) Audit Committee – a Standing Committee elected by the congregation and responsible for ensuring that church records are properly maintained and the Leadership Board acts in keeping with Church and Board Policy.
 - 4) Senior Pastor Calling Committee – an Ad-hoc Committee nominated by the Nominating Committee and elected by the congregation. Responsible for identifying suitable candidates for consideration by the congregation for the office of Senior Pastor.
- B. The Church Boards and Committees shall annually report on their activities to the church membership at the Annual Meeting.

3. Elections

- A. The Nominating Committee shall present ballots as follows:
- 1) For all open positions on the Leadership Board, Audit Committee and Nominating Committee at the Annual Meeting or as elected positions become open during the year.
 - 2) For a Senior Pastor Calling Committee, as necessary.
- B. Ballots shall be posted for two consecutive Sundays prior to the Meeting at which the ballot will be considered.
- C. Any member present at the election and qualified to vote may nominate any eligible person for any elected position, provided that such person is present and consents before the vote is taken.
- D. In the event of a tie, the nominee elected to fill the position shall be determined by drawing name(s).

4. Term of Office

- A. All Church Board or Committee positions shall be elected for three-year terms with one third of members elected annually. Terms for elected positions shall be alternated so that 1/3 of the positions are elected in each of three consecutive years.

- B. When a person has served all or part of two consecutive 3-year terms in any elected position on a Church Board or Committee or a combination thereof, that person shall not be eligible for nomination to a Church Board or Committee position for one year.

5.Elected Positions

All elected positions shall be open to church members in good standing over 21 years of age who have been members for more than one year.

VII. RULES OF ORDER

The most recent revision of Robert's Rules of Order shall govern the business proceedings of the church in all cases except where the rules are not consistent with this constitution and the practices of the church.

VIII. AMENDMENTS

This Constitution may be amended by a formal motion at any duly called Business Meeting:

- A. Motions to amend shall not be acted upon until the next duly called Business Meeting
- B. Due notice of the proposed amendment shall be given between first consideration and final action by:
 - 1)Announcement at each Worship Service in three successive weeks before final action.
 - 2)Posting the proposed amendment for at least three weeks before final action.

IX. ADOPTION

This constitution was adopted on January 27, 2008, and supersedes any previous constitutions and all amendments thereto. This constitution is effective as of the date of adoption.

**BYLAWS
To The Constitution**

**BETHEL BAPTIST CHURCH
MANKATO, MINNESOTA**

I. PROCEDURE AT BUSINESS MEETING

- A. All business meetings of the church membership, Church Boards, Committees and Ministry Groups shall begin and end with prayer
- B. Minutes of Regular and Special Congregational Meetings and constituted Church Board and Committee meetings shall be recorded, reviewed by the respective body at the following meeting and retained as property of the church.

X. MEMBERSHIP

1.Procedure:

- 1)Persons desiring membership shall make their desire known to the pastors or a member of the Leadership Board and shall attend a membership class.
- 2)Candidates shall then be interviewed by the Membership Committee appointed by the Leadership Board. In every case, candidates shall give satisfactory evidence that they have met the membership eligibility qualifications (stated in the Constitution under Article IV, Section 1)
- 3)A unanimous affirmative vote by the Membership Committee is necessary for membership candidacy to be advanced to the Leadership Board. The Leadership Board shall vote upon Membership Candidates and upon an affirmative vote, the person shall immediately become a Bethel member.
- 4)The Leadership Board will report to the congregation any action taken to add members.

2.Separation of Members

- A. The names of members may be removed from the official church roll under the following circumstances:
 - 1)By death.
 - 2)By release to other churches of like faith and practice.
 - 3)By desire of the church, according to these guidelines:

- a) Church Discipline - the pastor(s) and/or Leadership Board representative(s) shall seek to interview all members violating their Christian obligations, or conducting themselves in such manner as to bring reproach upon the Church, and shall endeavor to restore them. Failing to receive satisfactory evidence of repentance and reformation, they shall report the offenders to the church for appropriate action.
- b) Out of town - when members move away they are expected to unite with another church. It shall be the responsibility of the Membership Committee, annually, to communicate with members who have moved away but have not united with another church. They shall inquire concerning membership status. If another year elapses, the Membership Committee may recommend to the Leadership Board that the member be removed from membership.
- c) Locally inactive - a local member who has been unjustifiably absent from services for one year shall be contacted by the Membership Committee to determine their desire to continue their membership. If the inactive member indicates he/she no longer desires to actively fulfill the duties of a member, he/she shall be removed from the membership. If another year of inactivity elapses, the Membership Committee may recommend to the Leadership Board that the member be removed from membership.

4)The Leadership Board will report to the congregation any action taken to remove members.

3.Membership Implications

- A. Membership in this church terminates membership in any other church. The Membership Committee will send a letter to a new member's former church informing them of the change in membership status.
- B. Members in "good standing' are those who have maintained a Christian testimony in conformity with the Church Covenant and Articles of Faith, have attended worship services and business meetings of the church with regularity and have contributed to the financial support of the church as God has enabled them.
- C. Joining any other church shall terminate membership in this church. It is the member's responsibility to inform the church of their change in membership status.

4.Grievances

- A. In case of grievances between members, no public charge shall be made until those offended have followed the action of Matthew 18:15-17:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses. 'If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. "

B. According to Matthew 18:15-17, the following steps shall be taken:

- 1) Speak to the person privately.
- 2) If the conflict is not resolved, go to the person with one or two other members of the church.
- 3) If the conflict is still not resolved, charges shall be made in writing and submitted to the Leadership Board for proper study and recommendation to the church.

XI. SALARIED PERSONNEL

1. Senior Pastor

A. Qualifications: The Senior Pastor shall:

- 1) Strive to meet the Biblical standards as stated in 1 Timothy 3:1-7 and Titus 1:5-9 and the spirit of humility and servanthood called for in passages such as Matthew 20:25-28 and 1 Peter 5:1-4.
- 2) Be or become an ordained Baptist minister in agreement with the faith and practice of the Baptist General Conference.
- 3) Agree in substance with the faith and practices of this church.

B. Duties:

- 1) The Pastor shall, under the guidance of the Holy Spirit:
 - a) Have freedom to preach the Word, direct the administration of the ordinances and lead the congregation in practical Christian life.
 - b) Direct the church staff, providing counsel, encouragement and Christian discipline, so as to assist in the accomplishment of objectives for each staff member. All staff is responsible to the Senior Pastor either directly or through another staff member he shall delegate.
 - c) Direct the administration of board and church policy.
 - d) Provide leadership and oversight of the vision, direction, and ministry of the church, including its priorities and spiritual vitality (Ephesians 4:11-13).
 - e) Be an ex-officio, voting member of the Leadership Board.
 - f) Be an ex-officio non-voting member of other Church Boards and Committees.

C. Establishment of the pastoral relationship:

- 1) When it is necessary to call a Senior Pastor, the Nominating Committee shall present a ballot of members to serve on a Senior Pastor Calling Committee in keeping with the Constitution Article VI, Section 3. The Senior Pastor Calling Committee shall consist of five members. In addition, the Leadership Board shall appoint two of its members to the Senior Pastor Calling Committee. If an elected member of the Senior Pastor Calling Committee is unable to continue service, the Leadership Board shall appoint a replacement and inform the congregation.
 - 2) The Senior Pastor Calling Committee shall compile a list of possible candidates, using whatever resources are at its disposal including suggestions from members and the Baptist General Conference. The committee shall continue its study until one candidate emerges for presentation and nomination to the church.
 - 3) A call shall be extended to a Senior Pastor candidate following an affirmative vote in keeping with provisions of Constitution Article V. The time and purpose of such meeting shall have been announced at least two Sundays in advance. Only one candidate shall be considered at any such meeting.
 - 4) At the time of the call, the Leadership Board shall propose the pastor's compensation and benefits package. The package – including compensation, benefits, conditions of service, annual Conference attendance, continuing education and outside service opportunities – shall be reviewed annually as part of the review and budget processes.
 - 5) A candidate's written acceptance of the call shall establish the pastoral relationship and church membership as of the date agreed upon by the church and the candidate.
- D. Grievances: In case of grievances against the Senior Pastor, no public charge shall be made until those offended have taken action in keeping with Bylaws Article II, Section 4.
- E. Dissolution of the pastoral relationship:
- 1) Resignation - when a Senior Pastor chooses to terminate his relationship with the church, he shall present a letter of resignation to the Leadership Board which shall bring recommendation to the church regarding acceptance of the resignation and the date and terms of the dissolution of the relationship. Normally the dissolution shall take place 30 days after the resignation has been accepted by the church. If, in the judgment of the church, the continuance of the pastor's ministry would be detrimental, his service may be terminated immediately, with his salary and benefits to be continued for 30 days.

- 2)Grievance - when a grievance against a pastor has not been resolved in accordance with Bylaws Article II, Section 4, a petition of at least ten members in good standing, giving reason for the action, shall be presented to the Leadership Board. If, after investigation, the Leadership Board determines that taking further action is warranted and appropriate, it shall present the matter to the church at a duly called Special Meeting to which all qualified voting members (see Constitution Article V, Section 5) have been invited by mail at least two weeks before the meeting. Voting in keeping with Constitution Article V shall be required to terminate the pastor's services. In the event of a resignation by the Senior Pastor under adverse circumstances resulting from unsubstantiated accusations, the following actions shall be taken,
- a) Efforts shall be made to protect the pastor's ministerial reputation and his family's economic security.
 - b) The Leadership Board shall take appropriate disciplinary action against those bringing the unsubstantiated accusations.

2.Assistant/Associate Pastor(s)

- A. The Assistant/Associate Pastor shall be hired by the Leadership Board in keeping with the annual Ministry Plan and/or Budget approved by membership at a duly called Congregational Meeting. The Leadership Board shall follow a hiring policy that includes notifying the congregation of intent to hire, selection of a potential candidate and allowing sufficient time for congregational comment before the hire.
- B. The Assistant/Associate Pastor shall cooperate with the Senior Pastor in performance of congregational and administrative duties under the direction of the Senior Pastor.
- C. The Assistant/Associate Pastor shall serve as ex-officio non-voting member of Church Boards and Committees as appointed by the Senior Pastor.
- D. The Leadership Board shall develop and approve a written job description for the Assistant/Associate Pastor(s) outlining his or her duties and responsibilities.
- E. When a grievance against an Assistant/Associate Pastor has not been resolved in accordance with Bylaws Article II, Section 4, it shall be referred to the Senior Pastor and the Leadership Board for resolution of the problem.

3.Other Paid Personnel

- A. Other paid personnel may be hired, as needed, by the Leadership Board in keeping with the annual Ministry Plan and/or Budget approved by membership at a duly called Congregational Meeting.
- B. Paid personnel shall be under the general supervision of the Senior Pastor.
- C. The Leadership Board shall provide each paid employee with a written description of his or her duties and responsibilities.

- D. When a grievance against paid personnel has not been resolved in accordance with Bylaws Article II, Section 4, it shall be referred to the Leadership Board for resolution of the problem.

XII. DUTIES OF CONSTITUTED AND NON-CONSTITUTED CHURCH OFFICERS

1. Chairperson - This person shall:

- A. Assist the Senior Pastor in administrative duties of the church and act as his consultant and counselor.
- B. In cooperation with the Senior Pastor, evaluate the work of the Leadership Board and other church organizations on a regular basis to determine the effectiveness of each.
- C. Serve as Chairperson of the Leadership Board with full voting privileges.
- D. Act to encourage and, as necessary, improve the performance of the Leadership Board and other church organizations to accomplish church goals.
- E. Serve as moderator of all church business meetings.
- F. Shall be an ex officio member of all other church organizations with full voting privileges.
- G. If the position of Senior Pastor is vacant or the Senior Pastor is unable to function, the church Chairperson will assume that role until an interim Senior Pastor has been appointed.

2. Vice Chairperson – This person shall:

- A. Serve as the Chairperson, in their absence.
- B. Perform other tasks as assigned by the Leadership Board.

3. Financial Officer - This person shall:

- A. Be responsible for the recording and management of all monies received or disbursed as authorized by church budgets, by special action of the congregation or by the Leadership Board.
- B. Be responsible to ensure that the Financial Secretary and Treasurer properly perform their duties and that their tasks are properly segregated.
- C. Be responsible for monthly financial reports to the Leadership Board and coordination of required financial reports to the congregation.
- D. Prepare and present books for audit at the end of fiscal year.

4. Recording Secretary - This person shall:

- A. Be responsible for maintaining a complete and permanent record of all Business and Leadership Board meetings.

- B. Be responsible for maintaining church and Leadership Board policy and procedures and making such documents available to church membership upon request.
- C. Be responsible for maintaining records of church membership: including admission, deletion of members, and membership correspondence.

5. Financial Secretary

- A. Appointed by the Leadership Board from outside its membership; must have been a church member in good standing, over 21 years of age, and has been a member for more than one year.
- B. Properly gathers and records receipts in a confidential fashion.
- C. Sends an annual account statement to each contributor. Quarterly account statements will be provided upon request.
- D. Directly responsible to the Financial Officer.
- E. Presents a monthly report to the Financial Officer.

6. Treasurer

- A. Appointed by the Leadership Board from outside its membership; must have been a church member in good standing, over 21 years of age, and has been a member for more than one year.
- B. Pays from church funds all bills in addition to salaries and budgeted items as authorized by the Financial Officer or Leadership Board.
- C. Properly records all financial disbursements.
- D. Directly responsible to the Financial Officer.
- E. Presents a monthly report to the Financial Officer.

XIII. LEADERSHIP BOARD

1. Membership

- A. Shall be elected by the membership at the Annual Meeting.
- B. Shall consist of a number that is determined by the average attendance of the church over the previous 12 months prior to the annual meeting divided by 30. (Example: attendance average is 120, divided by 30 = 4 desired board members.) Should the average attendance number include a fraction, it shall be up to the Leadership Board to determine whether to round up or down based on the need. The maximum number on the board shall be seven (7) plus the Senior Pastor.
- C. Shall be elected for three-year terms with one third of members elected annually. Terms shall be alternated so that 1/3 of the positions are elected in each of three consecutive years.

2. Qualifications

- A. Demonstrates a growing personal relationship with Jesus Christ.
- B. Member in good standing of Bethel Baptist Church for at least one years.
- C. Subscribes to the Doctrine and Covenant of this church.
- D. Actively strives to live in accordance with standards listed in 1 Timothy 3:2-7.
- E. A proportionate giver to Bethel Baptist Church in keeping with 1 Corinthians 16:2 and 2 Corinthians 8:12 and 9:7.
- F. Of legal age.
- G. One who attends worship services regularly.

3. Summary of Responsibilities

- A. The Leadership Board shall ensure that church and ministry direction, policy and operation are most effectively designed to fulfill the Church Purpose, Mission and Vision Statements and constituted purposes.
- B. The Leadership Board shall be responsible to:
 - 1) Establish church vision and direction under the guidance of the Senior Pastor.
 - 2) Develop a strategic plan for implementation of the vision and direction of the church.
 - 3) Oversee church and ministry operations.

4. Detailed Responsibilities

- A. The Leadership Board shall:
 - 1) Establish Church and Board Policy and other organizational documents, as necessary, and make them available to church members and ministry leaders.
 - 2) Appoint and empower standing, special or ad-hoc ministry teams, committees and task forces under its direction to fulfill:
 - a) core ministry functions – evangelism, education, worship and missions.
 - b) other ministries as the need arises.
 - 3) Evaluate and coordinate new and existing church ministries to enhance ministry effectiveness.
 - 4) Communicate church direction and ministry opportunities to the congregation.
 - 5) Develop an annual ministry plan and budget based on ministry input for approval by the congregation.
 - 6) Make annual reports available, in keeping with Bylaws Article IX, to the congregation for review at least two (2) weeks prior to the Annual Meeting.

- 7) Represent the church in all legal affairs consistent with the ministry plan, annual budget, church constitution, congregational approval and state law.
- 8) Oversee staff performance, relationships and compensation issues.
- 9) Annually appoint church officers and report the names to the congregation.
- 10) Hear and respond to concerns of members and attendees.
- 11) Appoint an interim Senior Pastor, if the position of Senior Pastor is vacant or the Senior Pastor is unable to function. Until an interim Senior Pastor has been appointed, the church Chairperson will administer the affairs of the church.

XIV. STANDING CHURCH COMMITTEES

1. Nominating Committee

- A. Shall be elected by the membership with a minimum of six members serving three year terms plus one member from the Leadership Board appointed by the Leadership Board each year from their current membership.
- B. Terms for elected members will alternate so that two members are elected each year.
- C. Shall present at the annual business meeting, a slate of candidates for vacant positions on church boards and committees.
- D. Shall provide candidates to the Leadership Board to fill any elected position vacated prematurely.
- E. Shall attempt to present to the church a competitive ballot for all open elected church positions.

2. Audit Committee

- A. Shall consist of six members elected by the membership at a duly called business meeting – each serving three year terms.
- B. Terms for members will alternate so that two members are elected each year.
- C. Shall audit the church financial records and Leadership Board actions quarterly or at other times as the church and/or Leadership Board may direct.
- D. Shall present quarterly financial and policy audit reports to the Leadership Board.
- E. Shall submit written financial and policy audit reports at the annual business meeting.

XV. MINISTRIES AND PROGRAMS

- A. All church ministries and programs shall be approved by the Leadership Board.
- B. All church ministries and programs shall participate in the planning/review process established and directed by the Leadership Board.

- C. Leaders of all church ministries and programs shall be members or regular attendees in good standing.
- D. All funds donated to church ministries and programs shall be reported to the Financial Secretary, administered under direction of the Financial Officer and included in financial reports.

XVI. DECISION - MAKING POLICY

The congregation at a duly called business meeting shall act upon:

- A. Revisions and amendments to the Constitution and Bylaws as provided in Article VIII of the Constitution and Article XII of the Bylaws.
- B. Election of members to church offices, boards and committees.
- C. Calling or dismissing a Senior Pastor following the procedures outlined in Article III of the Bylaws.
- D. Review of the annual report and annual ministry plan.
- E. Approval of the annual budget.
- F. Approval of all non-budgeted expenditures greater than 0.5% of the approved annual budget.
- G. Approval of acquisition, disposal or encumbrance of property as proposed by the Leadership Board along with any stand-alone major fund drives.
- H. Review of actions taken by the Leadership Board on all legal matters that would significantly impact the ministry and mission of the church.

XVII. ANNUAL REPORTS

The Leadership Board shall submit the following written documents to the church office for compilation to be made available to the Congregation for review at least two (2) weeks prior to the Annual Meeting:

- A. Annual Report
- B. Ministry Plan
- C. Annual Budget

XVIII. RELATIONS TO CONFERENCES

The church shall cooperate with the Minnesota Baptist Conference, the Baptist General Conference and Bethel University and Seminary and shall, whenever possible, be represented by delegates at their Annual Meetings.

XIX. DISPOSITION OF CHURCH PROPERTY

1.Division

In case of organic division of the church membership, the church property shall belong to those members who most closely abide by this Constitution. In cases of impasse, the Minnesota Baptist Conference shall be called upon to determine who most closely abides by this Constitution.

2.Dissolution

Should a condition arise at any time in the future when, for any reason, the church cannot continue, the church property shall be transferred to the Minnesota Baptist Conference.

3.Consolidation

Should a condition arise where a consolidation with another church of the same denomination is negotiable, the Leadership Board, by majority vote of the church's membership at a duly called meeting, shall be authorized to negotiate the terms of such consolidation insofar as the property is concerned.

XX. AMENDMENTS

These Bylaws may be amended by majority vote of members present at any regular or called business meeting of the church, provided that proposed amendments are recommended by the Leadership Board and copies have been posted two calendar weeks in advance of the meeting.

XXI. ADOPTION

These Bylaws were adopted on January 27, 2008, and supersede any previous Bylaws and all amendments thereto. These Bylaws of Bethel Baptist Church of Mankato, Minnesota, are effective on the date of adoption.