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# CONSTITUTION AND BYLAWS OF THE BROOKLAND BAPTIST CHURCH

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In West Columbia

REVISED AND UPDATED 2017  
1066 Sunset Blvd, West Columbia, SC 29619

# BYLAWS OF THE BROOKLAND BAPTIST CHURCH

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## **ARTICLE I - NAME**

The name of this Church shall be The Brookland Baptist Church in West Columbia. All references to the Church in this document shall mean Brookland Baptist Church and all its locations.

## **ARTICLE II - PURPOSE**

The purpose of this Church shall be to give visible form to the faith, family, and fellowship to which God has called His people. We acknowledge ourselves to be a local manifestation of the universal church in and through which Jesus Christ continues to minister to the world by His Holy Spirit. We shall seek to fulfill this "calling" through proclamation of the gospel by word and deed and through a program of Christian ministry which strengthens, enriches, and nurtures the faith and love of our members. We also fulfill this calling through Christian education, community service, and outreach programs to meet human needs in the name of Jesus Christ.

## **ARTICLE III – VISION AND MISSION**

The mission statement of this Church is to proclaim the gospel of Jesus Christ through evangelism, education, and economic empowerment. The vision statement for this Church is to glorify God and improve the lives of people for generations to come.

## **ARTICLE IV – POLICY**

Recognizing Jesus Christ as the head of the Church, this congregation shall seek to ascertain and obey the will of our Lord in all matters of faith and practices. Authority to reach decisions for governing the spiritual and temporal affairs of this Church being given to us by Christ, we hold that such authority and responsibility are invested in the membership of the congregation.

In carrying out the wider ministry for which Christ has made His church responsible, we shall affiliate with religious associations as the Church shall determine from time to time.

## ARTICLE V - DOCTRINE

This Church accepts the Scriptures of the Old and New Testaments as the inspired record of God's revelatory actions in human history and as the authoritative basis for its doctrine and practice.

This Church also has adopted the following covenant as a means by which its members may express their intent to accept the Lordship of Jesus Christ in the life of the church and in the affairs of daily life:

### **By what common experiences do we enter into spiritual fellowship with one another?**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

### **What is the bond of our union with God and each other?**

We engage, therefore, and by the aid of the Holy Spirit to walk together in Christian love.

### **What are our privileges and duties in this Church?**

To strive for the advancement of this Church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines.

### **What vows do we gladly make as stewards of what God entrusts to us?**

To contribute cheerfully and regularly to the support of the ministry, the expense of the Church, the relief of the poor, and the spread of the gospel through all nations.

### **For the sake of our homes and loved ones, what gracious tasks do we humbly assume?**

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances.

**To what manner of life and conversation are we solemnly pledged?**

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of intoxicating drinks as a beverage; to be zealous in our efforts to advance the Kingdom of our Savior.

**Since one is our Master, even Christ, and we are all brethren, by what fraternal ministries are we to strengthen each other and adorn the teachings of our Lord and Savior?**

We further engage to watch over one another in brotherly love; to remember one another in prayer; and 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.

**What is our agreement when we move from this community?**

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

**What benediction concludes our covenant?**

And may the God of peace who brought again from the dead the great Shepherd of the sheep with the blood of an eternal covenant, even our Lord Jesus, make us perfect in every good thing to do His will, working in us that which is well pleasing in His sight, through Jesus Christ, to whom be glory forever and ever AMEN.

## ARTICLE VI – MEMBERSHIP

### Section 1: Conditions for Membership

- A. The Scriptural qualifications for membership in this Church are:
  - 1. A Regenerated Heart
  - 2. A Confession of Faith
  - 3. The Reception of Baptism
  - 4. A Consistent Christian Life
  
- B. Each person seeking membership in this Church is required to attend and complete training in the New Members Orientation classes.
  
- C. This Church does not teach "paying dues" nor does it assess the individual a stipulated amount that one should give in support of the church. This Church teaches tithing (10% of one's income) as the scriptural method of supporting the Church (Malachi 3:8-11). Further, all members are enjoined to give "as God has prospered them" (I Cor. 16:2).

### Section 2: Admission of Members

Persons may be received into membership by any of the following methods:

- A. By Baptism - Any person who confesses Jesus Christ as Saviour (Luke 2:11) and Lord and who is in essential agreement with the doctrine and practice of this Church may be received into the fellowship of the congregation following baptism by immersion.
  
- B. By Christian Experience - A believer of worthy character who has formerly been a member of a Baptist church and who, for sufficient reason, cannot present a letter from that church but who is in substantial accord with the faith and practice of this Church may be received upon their statement of Christian experience.
  
- C. By Restoration - Any person who has lost membership by letter, by exclusion, or has been inactive in this Church may be restored to the membership.

*An inactive member is one who has not received the Lord's Supper, willfully failed to attend church worship, or has not supported the Church financially for greater than 120 days.*

- D. By Watchcare - College students, military personnel, and persons whose employment requires temporary placement may unite with the Brookland Baptist Church and continue to hold full membership in another church. However, they do not have the same rights or privileges as a full member of the Church. Watchcare members can participate in church services and activities but cannot hold office or have voting privileges.

All Watchcare members' status will be reviewed in six-month intervals for a maximum of two years by the "Visitation/New Member Team." This team will determine whether they should continue in their status as Watchcare members.

### **Section 3: Dismissal of Members**

Persons may be dismissed from membership by any of the following methods:

- A. By Death
- B. By Letter - Any member in good standing may receive a letter of referral and recommendation to any other church. The name of the church to which membership is being transferred shall be named in the request and the letter shall be sent to the pastor or clerk of that church. Such letter shall be valid for only six months after this date, unless renewed, and this restriction shall be stated in the letter.
- C. By Exclusion - Should any member become an offense to the Church and to its good name by reason of un-Christian conduct, or by persistent breach of his covenant vows, the Church may terminate his membership. Only after due notice and a hearing before the Ministry of Deacons, and after faithful efforts have been made to bring about repentance and amendment should such action be taken (in light of Matthew 18:15-17).

## **ARTICLE VII - THE SENIOR PASTOR AND ALL MINISTERS**

### **Section 1: The Role of the Senior Pastor**

The Senior Pastor shall be the leader of the Church in the preaching and teaching of the gospel of Jesus Christ, administering the ordinances, conducting the corporate worship, directing the spiritual welfare of the Church and overseeing the Church's administration and operations. He shall be an ex-officio member of all ministries, committees, and auxiliary organizations of the Church.

## **Section 2: Calling a Senior Pastor**

When searching for a senior pastor, the Church will follow the Biblical principle of "apostolic succession" like unto Paul passing the pastoral/preaching mantle on to Timothy and Titus. In so doing, the Senior Pastor recommends to the church congregation who he feels led of God to continue the vision and strategic plan of the church's mission. In the event the pastor does not recommend a successor, the Ministry of Deacons will be responsible for the call of the pastor.

The Ministry of Deacons will organize a Pulpit Search Committee comprised of representatives from its own ministry, the Governing Council, Trustee Ministry, and the membership at large. The Pulpit Search Committee shall consist of 11 or more members. The Committee will interview prospective candidates. Upon reducing the candidates to three persons, they will make a recommendation of one of the candidates to the church membership for approval.

The call of a pastor shall be presented at a special called meeting by the Chairman of the Deacons. Notice of such meeting and its purpose shall be announced to the church membership and placed in the church bulletin on two successive Sundays.

Approval by vote of two-thirds of the members present and qualified to vote will be required. Inactive and Watchcare members are not allowed to vote. Qualified voting members will be verified by the Clerk of Deacons.

## **Section 3: Assistant and Campus Pastor(s)**

A campus pastor will be recommended by the Senior Pastor to the Deacons' Ministry. Upon approval from the Deacons, the Senior Pastor will recommend the Pastor to the corporate church membership for approval. The Campus Pastor will be under the supervision of the Senior Pastor who will empower him/her with the authority to lead a designated congregation according to the Constitution and Bylaws of the Church.

## **Section 4: Associate Ministers**

A minister can become an associate minister at Brookland upon having been a minister under the Senior Pastor for three years. He or she must have graduated from seminary or completed the required classes of the Brookland Bible Institute. He or she must be ordained by the Gethsemane Baptist Association or an association approved by the Senior Pastor and serve at the pleasure of the Senior Pastor.

Beginning August 1, 2018, pastors who serve in pastoral ministry at another church may not to be considered for the pastoral staff in any capacity at any Brookland Baptist Church location other than as an intern. Article VII, Section 4 is not applicable to pastors

serving in pastoral ministry as of July 31, 2018.

### **Section 5: Termination of Pastors**

The term of office of the Senior Pastor may be ended by written notice from the Governing Council upon approval of the church membership.

Termination of the Senior Pastor shall be voted upon at a specially called church meeting. Notice of such meeting and its purpose shall be read by a representative of the Governing Council and placed or published in the church bulletin for two consecutive Sundays. A vote of two-thirds of the majority of the members present and qualified to vote shall make valid termination of said office.

Upon the approval of the Governing Council, the Senior Pastor will recommend to the church membership the termination of the Assistant Pastor and/or Campus Pastor.

### **Section 6: Charges Against All Pastors**

Any member who feels that the Pastor's conduct is not suited for the office must appear in person with specific charges stated in writing to the Ministry of Deacons presenting evidence that is clear, cogent and convincing as to its truth. The Ministry of Deacons will investigate and determine if the evidence should be presented to the church membership.

### **Section 7: Salary of the Senior Pastor**

The salary of the Senior Pastor shall be reviewed annually by the Compensation Committee which is comprised of the Chairman of the Deacons Ministry, Chairperson of the Ministry of Trustees, Chairperson of the Budget Committee, and Chairperson of the Human Resource (HR) Committee. The Compensation Committee will make a recommendation to the Governing Council, and the Governing Council will determine the salary. The Compensation Committee will determine salary increases based upon the evaluation criteria that the Committee will create and be consistent with any existing Human Resource policy.

The Senior Pastor will set the salaries of all other pastors.

## Article VIII—THE GOVERNING COUNCIL

### Section 1: Authority and Responsibilities

The Governing Council shall have and exercise those corporate powers prescribed in the Bylaws. Its ultimate institutional authority is affirmed through its general, religious, and financial policy-making functions and its responsibility for the economic and spiritual welfare of the Church including all satellite campuses and their membership. The Governing Council will have the duty and responsibility to exercise its judgement in matters of institutional policy.

The Governing Council has the authority to carry out all lawful functions that are permitted by these Bylaws and State law. This authority, in consultation with the Senior Pastor, shall include but not be limited to the following functions:

- A. At least every five (5) years review the church's mission, purpose and strategic plan.
- B. When necessary, recommend the Senior Pastor to the church for approval and set appropriate conditions of employment, including compensation.
- C. Be advised of the conditions of employment of other key church personnel who serve at the pleasure of the Senior Pastor.
- D. Support the Senior Pastor's vision.
- E. Review and approve proposed operational changes of campus and campus affiliates to ensure consistency with Church's strategic plan and financial resources.
- F. Approve Church's personnel policies and procedures.
- G. Create, implement and monitor Church's strategic plan which in part will be delegated to the church staff and the Trustee Ministry to be operationalized.
- H. Approve programs and policies that contribute to the best possible environment for members to enhance their Christian learning experience and carry out mission related activities.
- I. Governing Council members shall not interfere in the management of day-to-day operations of the Church. Unless otherwise delegated by the Senior Pastor, only the Senior Pastor or the Chairperson of the Council will be the official spokesperson for the church where the public is concerned.
- J. The Council shall review and be authorized to sign and provide comment to any proposed contracts and leases up to a designated dollar amount, notes, loans, mortgages, deeds, and other instruments binding the Church for such obligation as may arise. The chairperson or his/her designee, senior pastor, and chairman of trustees are authorized to sign documents that bind the Church.

## Section 2: Membership of Governing Council

### A. Composition

The Governing Council will consist of no more than twenty-one (21) members who are appointed by the Senior Pastor, Assistant Pastor, Chairman of Deacons, and Chairperson of Trustees. The composition of the Council will include five (5) Deacons, five (5) Trustees and five (5) Members-At-Large from the church congregation and should include members from all church locations. The Director of Operations shall serve as an Ex Officio, non-voting, member of the Governing Council. The Chairman of the Ministry of Deacons and the Chairperson of the Ministry of Trustees will serve on the Council. Newly elected members will be eligible for service on the Governing Council for two (2) consecutive (4) four-year terms and then roll off. After being off the Council for at least one (1) year they are eligible for another four (4) year term totaling twelve (12) after which, they will no longer be eligible to serve. In special circumstances an extended term on the Council may be approved by a two-thirds (2/3) vote of a quorum of the Council.

### B. Removal of Council Member

No Council member will be removed except upon the completion of the Governing Council complaint process.

Complaint process:

1. Any complaint about a Council Member can be made to the Chairperson of the Executive Committee. The Executive Committee will receive the complaint and review the reason(s) asserted for the removal. If the Executive Committee determines that a cause for removal exists and is justified, it will make such recommendation to the Council in a regular or special called meeting provided that the meeting notice states that the purpose or one of the purposes of the meeting is to discuss removing a Council Member.
2. The Council Member will be removed if approved by two-thirds (2/3) majority vote. The decision of the Governing Council is final.
3. Cause for the removal of a Council Member includes, but is not limited to, malfeasance, misrepresentation, theft and violations of policies and procedures with respect to ethical conduct.

### C. Regular Council Meetings

The Council will meet bi-monthly, or every other month, beginning in January for a total of six (6) meetings per year.

#### D. Quorum

Two-thirds (2/3) of the acting Governing Council members will constitute a quorum for transaction of official Council business. If a quorum cannot be met, then no action can be taken and the meeting will be for information purposes only.

#### E. Special Meetings

The Council Chairperson or (the Vice Chairperson in case of the absence of the Chairperson) may call a special meeting of the Council and the purpose of the meeting must be specified. In case of an emergency, a virtual call meeting may take the place of an official face-to-face meeting when it is in the best interest of the Council to do so. The Council may adopt such rules necessary to govern the conduct of its meeting as long as they are consistent with the Bylaws of Brookland Baptist Church.

### **Section 3: Officers of the Governing Council**

- A. At the annual meeting, the Council Members appoint the following officers: Chairperson, Vice Chairperson, Secretary, Associate Secretary and Treasurer. These officers can be appointed for a term of two (2) years and may serve two (2) consecutive terms or four (4) years. The Executive Committee will be comprised of the Chairperson, Vice Chairperson, Treasurer, Secretary and Chairs of the Standing Committees. The Council may create additional Standing Committees as deemed necessary. The Standing Committees are: Audit and Finance, Marketing and Information Technology, Human Resources and Programs, Buildings and Ground, and Executive Committee.
- B. The Senior Pastor will be an ex-officio member of the Council with no power to vote at meetings and will not be counted as part of the quorum of the Council.
- C. The General Council operates by Robert's Rules of Order.

### **Section 4: Responsibilities of the Officers of the Council**

- A. The Chairperson of the Governing Council will preside at meetings of the Council and in conjunction with the Executive Committee may interpret and enforce Articles of the Bylaws. The Chairperson of the Council along with the Senior Pastor and the Treasurer will be responsible for signing loan documents.
- B. In the absence of the Chairperson, the Vice Chairperson of the Council will perform the duties of the Chairperson.

- C. The Secretary of the Council will perform the duties as usually pertaining to that office, specifically, record keeping and ensuring the minutes are taken and recorded appropriately and reflect the essence of the meeting.
- D. The Treasurer of the Council will be responsible for the official reports to the Council and proper accounting of church funds. This duty should not in any way conflict with the duties of the church Chief Financial Officer.

### **Section 5: Standing Committees**

- A. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Treasurer, Secretary and Chairs of the Standing Committees of the Council. The Executive Committee will convene when necessary to discuss sensitive church related matters and report to the Council on actions taken or recommended to be taken resulting from their discussion.
- B. The Audit and Finance Committee will review and submit to the Council for its consideration and approval the annual budget as presented by the Church's Chief Financial Officer and provide oversight of church savings and investments. In addition, the Committee shall arrange for the annual audit of the Church's financial standing which shall be conducted by a Certified Public Accountant, independent of the Council Members and senior church personnel.
- C. Human Resources (HR) and Programs Committee will provide oversight for church personnel and policy procedures and adjudicate grievances. In addition, the committee will be responsible for ensuring that church programmatic objectives are relevant and consistent with the strategic plan.
- D. Buildings, Grounds and Transportation Committee will provide oversight for maintenance of the Church's real property assets and vehicle fleet. The oversight provided includes but is not limited to the purchase, disposition, construction, demolition and maintenance of all property, plant, major equipment and vehicles. In addition, the committee will ensure that proper and adequate insurance and warranties are maintained, contract services are provided, and oversight of request for the use of church vehicles at church sponsored events.
- E. Marketing and Information Technology Committee will provide oversight for marketing, communications and information technology initiatives for the Church and its affiliates. This shall include oversight for branding and campaign initiatives, IT resources and requirements, and social media upgrades and initiatives.

### **Section 6: Indemnification**

Each Council Member and Officer shall be indemnified against all expenses actually and necessarily incurred by such member or officer in connection with the

defense of any action, suit or proceeding to which he or she has been made a party by reason of being or having been such member or officer. The Church shall cover such expense except in relation to matters where the member or officer is being held liable for gross negligence or willful misconduct in the performance of his duty. The Church shall maintain appropriate Member and Officer's Liability insurance for this purpose and the coverage should be reviewed periodically for adequacy.

### **Section 7: Conflict of Interest**

A Council Member shall be considered to have a conflict of interest if (1) the member has existing or potential financial or other interests that might impair or might reasonably impair such member's independent, unbiased judgement in the discharge of his or her responsibilities to the Church, or (2) the member is aware that a member of his or her family or any organization in which such Council Member (or member of his or her family) is an officer, director, employee, member, partner, Council Member, or controlling stockholder has such existing or potential financial interest. For the purpose of this provision, a family member is defined as a spouse, parent, sibling, children and any other relative if the latter resides in the same household as the Council Member.

All Council Members shall disclose to the Council any possible conflict of interest at the earliest practical time, and the member shall recuse himself/herself from discussion of and voting on such matters under consideration by the Council and its committees. The minutes of the meeting shall reflect that a disclosure was made. Annually, each Council member shall complete and sign a disclosure form provided by the Secretary of the Council, and the form should be updated if a conflict arises or no longer exists.

### **Section 8: Review and Amendment of the Bylaws**

- A. The church bylaws may be amended at any stated meeting or special meeting called for that purpose by a two-thirds (2/3) vote of the Council Members, and when a written notice is sent to each member ten (10) days prior to the meeting. The Council Chairperson will appoint a committee comprised of five (5) members including the Council Secretary, who will serve as chair, to consider and recommend changes to the bylaws. The committee shall recommend changes first to the Executive Committee which will then decide whether recommended changes shall be presented to the Council. Upon review and approval of the Deacons and Trustees, amendments shall be presented to the church membership for action.
- B. The church bylaws shall be reviewed at least every five (5) years.

## ARTICLE IX - THE MINISTRY OF DEACONS

There shall be a ministry of seven (7) or more deacons. The Deacons shall be ordained to their work according to Acts 6:1-8:

*<sup>1</sup>And in those days, when the number of the disciples was multiplied, there arose a murmuring of the Grecians against the Hebrews because their widows were neglected in the daily ministrations.*

*<sup>2</sup>Then the twelve called the multitude of the disciples unto them, and said, It is not reason that we should leave the word of God, and serve tables.*

*<sup>3</sup>Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business.*

*<sup>4</sup>But we will give ourselves continually to prayer, and to the ministry of the word.*

*<sup>5</sup>And the saying pleased the whole multitude: and they chose Stephen, a man full of faith and of the Holy Ghost, and Philip, and Prochorus, and Nicanor, Timon, and Parmenas, and Nicolas a proselyte of Antioch:*

*<sup>6</sup>Whom they set before the apostles: and when they had prayed, they laid their hands on them.*

*<sup>7</sup>And the word of God increased; and the number of the disciples multiplied in Jerusalem greatly; and a great company of the priests were obedient to the faith.*

*<sup>8</sup>And Stephen, full of faith and power, did great wonders and miracles among the people.*

I Timothy 3:8-13:

*<sup>8</sup>Likewise must the deacons be grave, not double-tongued, not given to much wine, not greedy of filthy lucre;*

*<sup>9</sup>Holding the mystery of the faith in a pure conscience.*

*<sup>10</sup>And let these also first be proved; then let them use the office of deacon, being found blameless.*

*<sup>11</sup>Even so must their wives be grave, not slanderers, sober, faithful in all things.*

*<sup>12</sup>Let the deacons be the husbands of one wife, ruling their children and their*

*own houses well.*

*<sup>13</sup>For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus.*

As the need arises, positions in this ministry may be filled upon recommendation from the Pastor(s) and all current and active deacons of the Church using the pre-approved nomination form and the following:

- A. Completion of a 90-day probationary period, and
- B. Appropriate training from the Pastor and or his designee followed by ordination.

**NOMINATED CANDIDATES ARE NOT TO BE CONTACTED BY ANYONE OTHER THAN THE CHAIRMAN OF DEACONS OR HIS DESIGNEE.**

Potential candidates will be eligible provided they are 25 years of age, been a member of the Church for a minimum of three (3) years or one (1) year if ordained before as a Baptist deacon, and they should meet the biblical standards of 1 Timothy 3:8-13.

The confidential list and order of preference will be reviewed by the senior pastor, the assistant pastor, the campus pastor, the chairman, the vice chairman, the clerk, and the northeast location lead deacon. The list is then returned to the Ministry of Deacons for final approval. In the event one of these positions is vacant, the remaining officers will provide the necessary review as previously defined.

Deacons shall hold office as long as they shall faithfully discharge their duties.

Any deacon who, for a period of three (3) months, fails to perform the duties of his office faithfully shall be asked to appear before the Ministry of Deacons and the Senior Pastor.

### **Section 1: Officers of the Ministry of Deacons**

The Ministry of Deacons shall be served by a Chairman, Vice Chairman, Clerk, and Assistant Clerk. They shall likewise be selected by the Pastor and Deacons and recommended to the Church. These officers may be re-elected after having served a period of five (5) years.

## Section 2: Duties of Deacons

The Ministry of Deacons in every way shall assist the Pastor; visit the members who have been appointed to him; and care for the sick, needy and distressed members of the Church, using mission funds as directed by the Mission Team. (See Section 2.A.h)

### A. The Ministry Format

In order to better serve the membership and be more accountable, the following guidelines have been established:

1. Each member of the Church or his family will be assigned to an individual deacon (no two deacons will be responsible for the same member or family).
2. All deacons will be assigned to a team to serve for a period of two (2) years. (Note: Volunteers for a team will be considered first).
3. Deacons who rotate off a team must remain off that team for two years before volunteering or being assigned to serve on the team again.
4. This is the list of "Teams":
  - a. *Visitation/New Member*

This team will follow up with visitors and new members. They will make visits to new members, deliver member information, explain the mission, purpose, and vision of the Church, and help to facilitate the process of assimilation of new members into the life of the Church.

#### b. *Baptismal*

This team will make sure the baptistery is clean and baptismal garments and accessories are available in sufficient quantity. They will assist the pastor and candidates as needed. This includes the following duties:

- i. See that all necessary baptismal items are available and ready prior to each baptismal service.
- ii. Ensure that the baptistery is filled and at the correct temperature.
- iii. Accompany the candidates as they prepare for baptism.
- iv. Ensure the deacon's video is prepared and ready.
- v. Work with the photographer to assure pictures are taken.
- vi. Assist the clerk with distribution of certificates.
- vii. Ensure a person is in place to lead the "Welcome" song at the close of the service.

*c. Benevolence*

This team will provide support and assistance to fellow deacons, deaconesses, members of the pastoral staff; the immediate families of the aforementioned and long-term members of the Church during periods of illness, hospitalization and bereavement.

*d. Devotional*

This team will assure that deacons are in place for devotional praise on Sundays when scheduled and for any other times such as Revival and special programs as designated.

*e. Fellowship*

This team will be responsible for organizing and securing all the necessary and required elements for an annual outing for the Ministry of Deacons. It is to be understood that no fellowship, trip or outing will involve the First Sunday. The elements mentioned will include the event, lodging reservations, travel arrangements, etc.

*f. Homebound/Widow(er)*

This team proactively oversees care for the homebound and widowed by promoting ongoing deacon interaction and by securing support from other members of the church family as needed. This will be done through the following:

- i. Personal contacts
- ii. Phone calls (once a week if possible) and cards (often and for special occasions)
- iii. Visit in homes, assisted living and nursing homes (monthly or more often)
- iv. Provide church information (ex. newsletters and bulletins, CD's of sermons) about what is happening at our church to keep the homebound involved and informed
- v. Address special needs (ex. lawn work, transportation, groceries, prescriptions, errands, etc.)

*g. Hospital*

This team will be responsible for ministering to those who have been hospitalized and to their families.

- i. Stay in contact with assigned deacons as to persons who are in or soon to be admitted to hospitals both locally and out of town and to communicate with the Church office when flowers are to be sent (church members only).
- ii. Stay in contact with the member for an extended period of time even after discharge from the hospital (visits, cards, phone calls, etc.)
- iii. Encourage others to visit.
- iv. Always be sensitive to the patient's and family's need and desire for privacy.
- v. Use discretion when visiting a patient of the opposite gender so that the patient will not feel uncomfortable. It is preferable to have a minimum of two deacons make the visit.
- vi. Make sure member receives sick disbursement in a timely manner.

#### *h. Mission*

This team will disburse and oversee the church's mission funds which have been approved as a percentage of the church's annual budget. The team will act upon confidential requests seeking financial assistance. The funds are to be used for critical situations and is not considered a fund for ongoing assistance. When appropriate, the team will recommend and help place members with a scripture-based financial counselor. The team will also provide reports to the Ministry of Deacons at their quarterly meetings.

#### *i. Prayer/Scripture*

This team will organize the deacons to conduct the First Sunday prayer and Scripture at 8:15 am and 11:00 am services. The deacons assigned to Northeast will and can only be scheduled for the Second Sunday at the West campus 8:15 am service. This team will also schedule the yearly meetings and coordinate with the pastor the yearly baptismal schedule. These schedules need to be shared with the administrative staff, video and sound team, the director of music and the scheduler of the Church.

#### *j. Service*

This team will organize and implement a minimum of two service projects (would prefer community related) per year. Though the team organizes, the project is for the entire ministry.

### *k. Training*

This team is to encourage and promote Christian growth and a lifestyle of discipleship by organizing and overseeing the annual training on some pertinent topic for the Ministry of Deacons. This team shall also be responsible for updating and revising the deacon's handbook.

### B. Requirements

1. Each team will have a Team Leader and Recorder to be appointed by the pastor(s), chairman, vice-chairman and clerk of deacons.
2. The Team Leader will serve as the main or lead person and be responsible for the direction of the team based on needs.
3. The Recorder will take, compile, and maintain all notes, records, and actions of the team.
4. A **monthly** report is to be submitted to the Chairman of Deacons and a **quarterly** report to the full ministry. [Four (4) times per year.]
5. Teams will be evaluated on an ongoing basis, and a determination will be made to maintain or delete them.
6. The final determination to keep or delete will be made by the pastor or his designee(s) with input from the contact deacon.
7. Deacons are expected to serve the Lord's Supper to the house confined member(s) he serves.

### **Section 3: Charges Against a Deacon**

Any member who feels that a deacon's conduct is not suited for the office must appear in person with specific charges stated in writing at a regular meeting of the Ministry of Deacons presenting evidence that is clear, cogent and convincing as to its truth.

When a deacon in the view of the Pastor or Ministry of Deacons is found to be offensive or disruptive to the church's ministry he shall be dealt with accordingly. In light of Matthew 18:15-17:

*<sup>15</sup>Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother.*

*<sup>16</sup>But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.*

*<sup>17</sup>And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.*

The Ministry of Deacons shall appoint a committee of two or three deacons to go to the deacon in question.

#### **Section 4: Deacons from Other Baptist Churches**

Persons who have served as a deacon from other Baptist churches may be activated to serve on the Ministry of Deacons provided the following conditions are met:

- 1) Demonstration of the qualifications set forth in Acts 1:8 and 1 Timothy 3:8-13.
- 2) Show proof of Ordination by way of a certificate or official letter.
- 3) At the transferring Deacon's expense, submit to a background check, including state and federal criminal records, as well as the state child abuse and neglect registry.
- 4) Observation by the Senior Pastor and deacons for a minimum of one year until activation by the Church at its annual meeting in December.
- 5) Completion of a three-week (3) training program under the leadership of the Pastor.
- 6) Final recommendation from the Pastor and deacons to the Church.

#### **Section 5: Deacon Termination**

Should any deacon become an offense to the Church and to its good name by reason of un-Christian conduct, or by persistent breach of his covenant vows, the Church may terminate his membership. Only after due notice and a hearing before the Ministry of Deacons, and after faithful efforts have been made to bring about repentance and amendment should such action be taken. If he fails to comply, a letter shall be sent advising him that he can no longer fulfill the obligation of the office.

### **ARTICLE X – MINISTRY OF TRUSTEES**

#### **Section 1: Size of the Ministry of Trustees**

There shall be a ministry of nine (9) or more Trustees.

## **Section 2: Duties and Responsibilities of the Trustees**

- A. The Ministry shall be responsible for the fiscal and financial planning, managing, and monitoring of the church budget. The Ministry shall also ensure that strategic planning initiatives are developed and carried out when appropriate.
- B. The Ministry shall ensure that the disbursement of church funds for expenses are in accordance with the appropriation as defined in the approved Church budget and that timely reports of those disbursements are made to the Pastor, Deacons, and the Church.
- C. The Ministry shall either within its own organization or through the facilities staffing function at the Church negotiate and contract up to a dollar amount determined by the Trustee executive committee for services to church properties, including but not limited to: maintenance repairs, construction, legal, removal, insurance, or other services as may be needed and authorized by the Church.
- D. The Ministry in conjunction with the financial staffing function of the Church shall dispense of any legal proceedings that designates the Church as the heir or beneficiary of a legacy. The Ministry in conjunction with the financial staffing function will monitor the proceedings and protect the rights of the Church. When the estate is settled, the proceeds will be added to other assets being held for the Church.

## **Section 3: Trustee Selection**

As the need arises this office may be filled upon the recommendation of the Pastor and approval by the General Council and the Church.

Trustees shall hold office for two (2) consecutive (5) five-year terms and sit out a term. Trustees who desire it may serve another five-year term for a maximum term of fifteen (15) years of service.

## **Section 4: Removal of a Trustee**

Any trustee who becomes inactive and fails to attend three (3) consecutive meetings because of disinterest or neglect will be asked to meet with the executive committee of the Ministry to determine an appropriate recommendation to the full Ministry.

The Ministry will either report efforts to be taken to help strengthen the service of the failing trustee or report steps to be recommended to the pastor, deacons, and Church on actions needed to remove the failing trustee.

A trustee may elect to discontinue service to the Ministry by removing himself/herself from the office by making a formal request in writing to the Chairperson of the Ministry of Trustees. The trustee must state the reasons for his removal and consent to present his request to the Ministry in person. The trustee may also submit a formal letter to the Pastor stating his reason(s) and request confidential consideration by the Pastor and Ministry of Deacons.

### **Section 5: Officers of the Ministry of Trustees**

Beginning August 1, 2018, the Ministry shall be served by a Chairperson, Vice Chairperson, Secretary, Chaplain, and an Assistant Secretary for two 3-year terms, whom also comprise the executive committee. Officers may be elected again after a period of six (6) years (or two terms of the next set of officers). They shall be selected by the Trustees and recommended to the pastor, Ministry of Deacons, and Church for approval. Article X, Section 5 is not applicable to those serving on July 31, 2018.

### **Section 6: Meetings**

The Ministry of Trustees will hold regular bi-monthly (every two months) meetings. Special meetings may be called by the chairperson. The secretary shall notify all members of the meeting date and place, and provide copies of the agenda in advance if available. A majority of the members of the Ministry shall constitute a quorum. The Ministry shall maintain official minutes of the meetings, including decisions made and policies adopted.

### **Section 7: Replacement of Officer(s)**

If at any time the office of Chairperson and/or Vice Chairperson become vacant—either through relocation, death, resignation, illness, time commitments, etc. or the role cannot be adequately fulfilled by the incumbent—the Pastor shall have the ability to name the replacement Chairperson or Vice Chairperson from within the body of the Ministry of Trustees. The person(s) named to the position(s) will begin carrying out the duties of the role immediately.

## **ARTICLE XI - THE MINISTRY OF DEACONESSES**

The character of a Deaconess is spelled out very clearly in 1 Timothy 3:11. In this passage the word “women” is interpreted by Baptists to mean “wives” of male deacons. There has been a growing flaw of the role of the deaconess in the ministry of the Baptist Church. Some have mistakenly believed that only the wives of deacons could become

deaconesses. The autonomy of the Baptist Church gives the liberty to the Pastor in consultation with the chairpersons of the Ministry of Deaconesses to appoint and assign functions to those women deemed necessary to meet the needs of the congregation.

The word *deacon* is derived from the Greek noun "diakonos" which means "servant of God". That same Greek word "diakonos" is used in Romans 16:1 when referring to a woman by the name of Phoebe. We, therefore, reasonably conclude that Phoebe was the first Deaconess, and Phoebe was not the wife of a deacon. Paul said in Romans 16:1, "*I commend unto you Phoebe our sister, which is a servant (deaconess) of the church which is at Cenchrea.*"

## **Section 1: Duties of the Deaconess**

### *1. The Lord's Supper*

- A. Prepare the Lord's Supper table each Saturday before the first Sunday in each month.
- B. Clean and prepare the table cloth and the holy utensils for the Lord's Supper.
- C. Be seated together on the Lord's Supper Sunday in the designated section in the church, dressed conservatively with the designated hat and color for the season.
- D. Remove the table cloth at the beginning of the Lord's Supper, and present a water basin for the Pastor and assistant pastor to wash his hands.

### *2. Holy Baptism*

- A. Secure uniform baptism gowns to be used for all candidates.
- B. Clean and prepare the baptism gowns for the last Sunday in each month.
- C. Assist the female candidates in preparation for baptism.
- D. Assist deacons' baptismal team.

### *3. Spiritual Guidance*

Be available for spiritual guidance and referrals from the Pastor and deacons. Carry out functions and responsibilities that may be assigned by the Pastor and deacons and other duties as the need arises.

## **Section 2: Meetings**

- A. The Deaconesses will hold regular quarterly meetings.
- B. Special meetings may be called as required.

### **Section 3: Termination of the Deaconess**

Removal of a deaconess will be governed by the same rules as deacons. (See Article IX, Section 5)

### **ARTICLE XII—Resolution on the Divine Institution of Marriage**

Whereas, God Himself established the institution of marriage and defined marriage as the union between one man and one woman (**Genesis 2:23-24**), and

Whereas, Christ also honored the institution of marriage and reaffirmed its definition by quoting from Genesis 2 (**Mark 10:1-12**), and

Whereas, the New Testament Epistles are consistent in their support of the importance of the institution of marriage and reaffirming the definition of one man and one woman (**Romans 7:1-6; I Corinthians 7:1-16; Ephesians 5:22-33; I Peter 3:1-7**), therefore,

Be it resolved, that we, the members of the Brookland Baptist Church believe that "marriage" is a legal union between one man and one woman as husband and wife, and the word "spouse" refers only to a person of the opposite sex who is a husband or wife. We are committed to loving, respecting and fully welcoming to our church membership all persons regardless of their sexual orientation. However, marriage outside of these guidelines will not be performed by members of the Pastoral Staff or on church property.

### **ARTICLE XIII – Worship Services**

Public worship and Sunday school services shall be held each Lord's Day. The Lord's Supper shall be observed on the first Sunday morning of each month, or at such other times as the Church may determine. Baptism shall be observed as scheduled by the pastor.

The Annual Revival shall be held the week beginning the fourth Sunday in August. Occasional religious meetings may be recommended by the Pastor and approved by the Ministry of Deacons.

### **ARTICLE XIV – CHURCH YEAR**

The fiscal year of the Church shall be January 1 through December 31.

**ARTICLE XV – RULES OF ORDER**

The rules contained in "Robert's Rules of Order" shall govern the business proceedings of this Church in all cases.

THESE BYLAWS, HAVING BEEN APPROVED BY THE CONGREGATION OF THE BROOKLAND BAPTIST CHURCH ARE HEREBY ADOPTED AS THE CONSTITUTION AND BYLAWS OF THE BROOKLAND BAPTIST CHURCH THIS DAY OF \_\_\_\_\_, 2018.

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Pastor  
Rev. C. B. Jackson Senior

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Chairman  
Ministry of Deacons

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Clerk  
Ministry of Deacons

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Chairperson  
Ministry of Trustees