

**GREENFOREST COMMUNITY BAPTIST  
CHURCH**

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**George O. McCalep, Jr. Pastor**

**BYLAWS**

**(Revised 1998)**

**Including**

Vision Statement

Purpose Statement

Core Values

Principles of Administration

## **PREAMBLE**

These principles and articles are set forth as guidelines to assure that according to scripture, "all things be done decently and in order" (I Corinthians 14:40); and the Church (body of Christ) be exalted as a living organism with all God's omni attributes encompassing and governing her existence and the lives of her members; to the end that Christ alone rule and be glorified; as well as, her ministries be directed toward the hopes, needs and hurts of people within the fellowship of a peaceful, joyful community.

### **VISION STATEMENT** **( What We Intend to Do )**

Our vision is to build a biblical community of loving relationships whose members daily and devoutly love, follow, and model Christ.

### **PURPOSE STATEMENT** **(Why We Exist)**

Our purpose is (1) to seek, invite, and compel people to come to church, establish a personal relationship with Christ, and belong to a local family of believers, and (2) to teach and equip people to progressively, first, and wholly love, magnify, and obey God through worship, fellowship, discipleship, and service.

### **CORE VALUES** **( What We Believe )**

- Value 1      We believe that the first purpose of the church is to win people to the Christian family of God.
- Value 2      We believe that God loves unchurched people, therefore so should we, the church.
- Value 3      We believe that all the primary purposes of the church, except corporate worship, can be fulfilled within the context of a growth- oriented Sunday School.

- Value 4** We believe that we were created to praise Him, and our chief aim is to worship Him, and that music and singing is a primary channel for worship and praise.
- Value 5** We believe that praise is part of prayer and prayer is a part of praise, and there is power and victory in praise the same as there is power in prayer.
- Value 6** We believe that the anointing makes the difference in leading, teaching, preaching, and living a victorious life.
- Value 7** We believe in the anointed leadership of the pastor, and the most valuable asset of the church is an anointed Spirit-filled godly pastor.
- Value 8** We believe that anointed teaching is the catalyst for transforming and changing lives; therefore the ministry of Christian Education is the foundational ministry that undergirds all the other ministries of the church.
- Value 9** We believe that preaching and teaching are interrelated; but the vessel and channel of the pulpit best exhorts the gospel which is the power unto salvation.
- Value 10** We believe in a unified budget and that the church should be accountable to every member for every cent received.
- Value 11** We believe that excellence and harmony honors God and inspires people. This includes concepts of evaluation, organization, critical review, and maintaining a mess-free environment.
- Value 12** We believe that the church should be culturally relevant while remaining scripturally and doctrinally pure. Therefore our methods must constantly change, but the message always remains the same.

- Value 13** We believe that the Christian life is the beginning of a journey of continuous growth in Christlikeness (discipleship).
- Value 14** We believe that the identification and awareness of each member=s passion and spiritual gifts for ministry is the key to effective ministry and mission productions. Therefore, the church should be led by men and women with appropriate leadership gifts.
- Value 15** We believe that loving relationships should permeate every aspect of church life. We believe that the establishment and practice of a fellowship of love can best take place in small groups.
- Value 16** We believe in the assurance of eternal salvation and that the filling of the Holy Spirit is more than a one-time event primarily manifested by living a victorious life.
- Value 17** We believe in the day of Pentecost and the presence and power of the Holy Spirit actively working in the lives of believers.
- Value 18** We believe that the Bible is the infallible, inerrant word of God, therefore the scripture is our authority.
- Value 19** We believe in the priesthood of believers, and that every believer is a minister. Therefore, every member should pursue their ministry based upon their spiritual gifts profile.
- Value 20** We believe that Jesus is God, and Lord of our lives. We believe in the pre-existence of Jesus and His second coming. We believe, based on scripture genealogy, that when Jesus came in the flesh He chose to come as a Palestinian Jew with African ancestry.
- Value 21** We believe that our children and youth are as much the church of today as they are the church tomorrow; and this value should

be reflected in the allocation of our resources and the appropriation of our facilities.

- Value 22 We believe that a personal demonstrative commitment is a powerful Christian witness. This includes annually signing a commitment cards concerning the giving of our time, gifts, talents and money.
- Value 23 We believe that everybody deserves to hear an authentic witness relative to what God has done for someone else.
- Value 24 We believe that only those who do the praying and praising as demonstrated by their participation in worship, Bible studies and stewardship, should participate in the planning and decision making.

## **GREENFOREST COMMUNITY BAPTIST CHURCH**

### **Principles of Administration**

**First Principle:**     *Be GOD-Centered* (rather than people-centered)

To be God-centered is to acknowledge God as the sole source and life of the Church's mission. In other words, the Church exists to please God rather than man. A careful study of the scriptures is essential in a God-centered approach to church administration. Moreover, the establishments of a vital personal relationship with God is basic. Missions, evangelism, teaching, and praise worship are seen as fulfillments of the Church's purpose.

**Second Principle:**   *Be PERSON-oriented* (ministries rather than programs)

To be person-oriented is to recognize that God so loved the world that He sent His own Son to make know His love for all men. Caution, "person oriented" should not be confused with "person-centered" which stands contrary to all church administration principles. In a person-oriented approach to church

administration, persons and their needs are the raw materials and concerns of church administration. Persons are in no way discriminated against due to sex, race, talents, and socio-economic status. Everything possible is done to guard this principle. Being person-oriented further guards against the Church becoming "program-oriented". Programs are from persons, rather than persons from programs. Thus the focus is on ministries rather than programs, and community rather than committee.

In addition, a person-oriented approach underscores the importance of personal relationships as a means of communicating the gospel; thereby developing alertness to redemptive opportunities in all Church settings such as group meetings, recreational activities, etc.

**Third Principle:**     *Be Organization-conscious* (organism rather than organization)

Finally, purposeful administration is organization-conscious, though not bureaucratic in character. Organization-consciousness does not undermine nor replace our basic theological concept that the Church is an organism rather than an organization.

Being organization-conscious means to view the organizational pattern of the institution as vital to help to effectively liberate and beneficially shape the lives of persons. This is contrary to the assumption that individuals shape institutions; whereas, the answer made to every Church problem is to get rid of the individual troublemaker, be he minister, deacon, disgruntled lay person or group lay persons. In such cases, when a brother or sister is in trouble, we identify the problem in the person, rather than identifying the person as the problem.

Effective organizational structure and development is in no way a cure-all for individual problems, and neither is it an attempt to usurp the Holy Spirit, nor negate the person-oriented principle. Rather, it is an additional principle of purposeful church administration to aid in the comprehensive movement toward providing experiences that will enable the Church to utilize all its resources and personnel in the fulfillment of its mission.

For this reason, Greenforest Community Baptist Church provides its members with written bylaws setting forth its governance, accompanied by an organizational flow chart.

The organizational flow chart is intended to convey the following:

1. That Jesus Christ, through the power of the Holy Spirit, serves as the head of the Church and is the Chief Cornerstone.
2. That the Church is a spiritual body.

3. That the Church is governed by a congregational form of government in accord with the theological doctrine of the Priesthood of Believers, with the final human power of authority vested in the saints.

4. That the Pastor serves as the general manager (both administratively and spiritually) of the Church, with the authority vested in him according to the scriptures and as set forth in these bylaws.
5. That the Church is committed to full participation of saints at all levels of the decision-making process through ministry/committee involvement.
6. That the Church is fulfilling all its known responsibilities with a minimum amount of duplication.
7. That saints are accountable as stewards over assigned responsibilities and resources.

(See Attached Organizational Flow Chart)

## **BYLAWS**

### **ARTICLE I** Church

This corporation shall be known as GREENFOREST COMMUNITY BAPTIST CHURCH, INC. (hereinafter referred to as the Church), and shall be composed of all members of the Church in regular standing and all who may hereafter become members. It shall have no objectives other than those approved by the Church, and shall engage in no enterprises or activities that shall not be consistent with the Preamble and Principles of Administration.

## **ARTICLE II** **Declaration**

This Church is a congregation of believers in the Lord Jesus Christ, who have been baptized in His name, united by covenant for the praise and worship of Almighty God, associated in the faith and fellowship of the gospel to practice its precepts, to recognize and receive Jesus Christ as our supreme lawgiver and ruler, to take the Bible as the standard by which all matters of believe and conduct are to be tried, to spread the gospel of Jesus Christ around the world, and to edify one another by prayer and righteous living day by day.

## **ARTICLE III** **Membership**

### **Section I - Admission**

Persons may be accepted into the fellowship of the Church upon profession of faith in the Lord Jesus Christ and baptism (by immersion). If the preceding has been satisfied, persons may be accepted into the fellowship by one of the following: letter from a Church of like faith, statement of Christian experience, watch care, restoration, or rededication.

### **Section 2 -Conduct**

Any member whose conduct shall be deemed unbecoming a Christian, according to New Testament precepts, shall be scripturally and prayerfully visited and ministered to by representatives of the Deaconship and/or the Pastor.

### **Section 3 -Transfer of Membership**

A letter of transfer will be granted at the request of the transferring member or the receiving Church.

#### **Section 4 -Duties of Members**

- A. It shall be the duty of members to exemplify the spirit of Jesus Christ by manifesting their love for God and for one another; to pray for the Pastor and his family, Church leaders, members and one another; to help one another; to support all phases of the Church ministries to the best of their ability with their talents, time, prayers and tithes; to demonstrate reverence is conducive to true worship; to be regular in attendance of the worship services of the Church, Sunday School and scheduled training sessions, as well as the Holy Spirit Discernment Sessions, to exercise their rights and privileges by taking part in discussions, offering motions, and voting according to the mind of Christ.
- B. It shall be the duty of the members to keep the Church Clerk informed of their correct mailing address.

### **ARTICLE IV** **Meetings**

#### **Section I -Public Worship**

The regular worship services of the Church for public worship shall be each Sunday. The worship times shall be established by the Pastor and regularly published in the bulletin.

#### **Section 2 -Ministries and Auxiliary Meetings**

Under the general direction of the Pastor, leaders of the various Church ministries/auxiliaries shall hold regularly scheduled meetings.

#### **Section 3 -Ordinances of the Church**

The Memorial Supper of our Lord and Baptism, shall be observed at least once a month or as the Pastor deems necessary.

#### **Section 4 -Holy Spirit Discernment Session**

The Holy Spirit Discernment Session of the Church shall be held quarterly, unless necessary change is announced in the Sunday bulletin and/or announced from the pulpit in Sunday services, giving at least seven days notice. At the Holy Spirit Discernment Sessions, written reports shall be made by the leaders of the ministries/auxiliaries of the Church, reviewing the work of the past quarter. Said reports shall be filed with the Church Clerk for reference.

#### **Section 5 -Special Holy Spirit Discernment Sessions**

A special Holy Spirit Discernment Session of the Church may be called at any time by the Pastor and/or 50% of the Deaconship. Such special Holy Spirit Discernment Session shall be called only to transact specific business, and then only after an announcement is placed in the Sunday bulletin and/or is announced from the pulpit in Sunday service, giving at least seven days notice.

### **ARTICLE V**

#### **Manner of Conducting Business**

##### **Section 1 -Parliamentary Procedures**

Robert's Rules of Order shall be the guideline for parliamentary questions.

##### **Section 2 -Quorum for Transacting Business**

Unless otherwise stated in the bylaws, the total number of active members in attendance shall constitute a quorum for any business (discerning the mind of Christ) that may come before the Church for

consideration. For the sale, purchase, or transfer of real property, at least 200 active members shall constitute a quorum. In all votes a simple majority rules unless otherwise stated in the bylaws.

### **Section 3 - Moderator**

The Moderator of all Holy Spirit Discernment Sessions shall be the Pastor of the Church, or in his absence the chairman of the Deaconship, or in the absence of both Pastor and chairman of the Deaconship, the vice-chairman of the Deaconship or secretary of the Deaconship, or any member whom the Church may appoint.

It shall be the duty of the Moderator, assisted by the Parliamentarian, to keep order, state and explain applicable parliamentary procedure, and announce the results of any votes taken.

The Moderator shall call for the business of the Church in the following order:

1. Reading minutes of previous meeting.
2. Reports of ministries/auxiliaries
3. Reports of special committees
4. Unfinished business
5. New business

## **ARTICLE VI**

### **Servants, Servantships and Duties**

#### **Section 1**

There are no officers or executive boards of the Greenforest Community Baptist Church - other than those designated by scripture. Rather, all members are servants of the Lord Jesus Christ. The Pastor and Deacons are the chief servants. (Phil 1:1 and I Tim. 3).

## **Section 2 -Pastor**

The Pastor shall be the spiritual and administrative leader of the Church and the undershepherd of the flock. The Pastor shall lead and be given the authority to lead the Church according to the scripture (I Peter 5:1-4). The Pastor is the chief executive servant of the Church and all her ministries/auxiliaries; and has the privilege of calling them together at any time. He shall have the privilege of executive decision making in all matters not covered by policy, as deemed necessary for the successful and effective operation of the Church. AS overseer, it shall be his responsibility to direct and give guidance to the sacred and temporal life of the Church.

The specific responsibilities of the Pastor include:

1. to preach and teach the Bible.
2. to protect the integrity of the scriptures and the body of Christ.
3. to carry and communicate the vision clearly to all saints.
4. to equip the saints.
5. to motivate and encourage the Church
6. to witness to the Churched and the Unchurched.
7. to visit the sick, Unchurched and general Church membership.
8. to plan, direct and control all worship and devotional services including being in charge of music ministry and pulpit participation.
9. to establish and coordinate the annual calendar of Church events and the selection of the annual days, promotion Sundays and outside Church engagements.

10. to hire and determine retention of all paid ministerial and non-ministerial staff in concurrence with the Deaconship.
11. to appoint all non-paid persons deemed significantly necessary for the successful fulfillment of the mission of the Church which includes, but is not limited to, the Sunday School Director, Vacation Bible School Director, Stewardship Chairperson, Stewardship Follow-up/Visitation Chairperson, Children's Chapel Director, Church Training Director, and Christian Education Coordinator.
12. to direct the administration of the Church office staff.
13. to serve as co-chairman on all **committees**, ministries/auxiliaries.

Whenever a vacancy occurs, a Pulpit Committee shall be appointed by the Church, chaired by the chairman of the Deacons, to seek out a suitable Pastor, and their recommendations will constitute a nomination, though any member has the privilege of making other nominations. The committee shall bring to the consideration of the Church only one candidate at a time with the sequence being as the Church wishes. A Pastor shall be chosen and called by a two-thirds standing vote of those present. His election shall take place at a meeting called for that purpose, of which at least one week's public notice shall be given in each service. The Pastor shall continue in service so long as both Pastor and congregation agree to the relationship. He shall be at liberty to resign the care of the Church on giving ninety days notice of his intentions; and the Church shall have the right to dispense with his services in giving the same notice. A shorter time would be acceptable if mutually agreed upon by the Pastor and the Deaconship. Before the Pastor may be relieved involuntarily from his duties, a special meeting shall be called in accordance with Article IV, Section 5. In addition, the Clerk or Church Secretary must forward, at least 14 days prior to the meeting, written notification to each member, stating time, place and

issues to be addressed. A standing vote of 75% of those active members present shall be required for dismissal.

### **Section 3 -Executive Pastor - Ministry Administrator**

The Executive Pastor - Ministry Administrator shall serve as administrator of the various ministries and general affairs of the church.

Reporting directly to the pastor, the Executive Pastor shall act on behalf of the pastor in the pastor's absence. The specific responsibilities of the Executive Pastor - Ministry Administrator include:

1. Assisting the pastor in administering the overall work of the church.
2. Working with staff and lay church members to fulfill the mission of the church.
3. Assisting all ministries, committees and auxiliaries in developing, implementing and evaluating vision and mission statements, annual goals and strategies.
4. Supervising the work of the ministerial and professional staff.
5. Working in conjunction with other leaders in supervising the work of non-ministerial staff members.
6. Conducting counseling sessions; performing wedding ceremonies, and conducting funerals in the pastor's absence or as requested.
7. Participating in the teaching, preaching, visitation and evangelistic ministries of the church.
8. Serving as co-chairman of all committees, ministries/ auxiliaries.

#### 9. Performing other duties as assigned by the pastor.

The Executive Pastor - Ministry Administrator shall be appointed by the Pastor as determined by Article VI, Section 2, Number 10 and shall continue in service so long as the Pastor, and the Executive Pastor - Ministry Administrator agree to the relationship.

He shall be at liberty to resign his position upon providing sixty days notice of his intentions; and the Pastor and or the church shall have the right to dispense with his services upon giving the same notice. A shorter time shall be acceptable if mutually agreed upon by the Executive Pastor - Ministry Administrator and Pastor or Deaconship - when the pulpit is vacant.

In the event of the death or inability of the pastor to discharge his responsibilities, the Executive Pastor - Ministry Administrator shall serve in the pastor's absence until such time as the Deacons designate an interim pastor or call a new pastor in accordance to the Church Bylaws.

### **Section 4 -Deacons and Deaconship**

#### **Duties of the Deacon**

The primary duty of the Deacon is to assist the Pastor and to serve as an extended arm of the Pastor's undershepherding ministry through the Church's adopted Deacon's Family Ministry Plan, and the Deacon's Small Group Ministry.

An active Deacon, depending on his special gifts and the need for the utilization of those gifts of the Church, may or may not be held responsible for a family ministry.

The Deacon's ministry is referred to as a Deaconship, which denotes servanthship rather than authoritative rule. However, as servants of the Church, all Deacons are members of the Corporate Ministry for Legal Business.

Some of the specific duties of the Deaconship shall be:

1. Direct the nomination and selection process of Church Leaders not otherwise selected or recommended by the Networking Ministry.
2. In concurrence with the Pastor, determine the hiring, salaries schedules, and retention and or dismissal of non-ministerial paid staff.
3. to establish and implement a salary schedule for the Pastor.
4. to direct and administer the Church's Benevolence fund;
5. the administration of the Church's only two ordinances, the Lord's Supper and Baptism.

(Details of the primary duties and specific duties of the Deacon and Deaconship, as well as Pastor expectations and ordination requirements of the Deacons, can be found in the Church Administration Manual).

### Qualifications of the Deacon

The qualifications of the Deacon are in accord with the scripture as outlined in I Timothy 3:8-13 and Acts 6:3.

### Selection of the Deacon

The selection of Deacons in accordance with Acts 6 will be done, as the need arises, in the following manner:

1. The Pastor and members of the Deaconship will seek out and ask the congregation to look for men who meet the qualifications of the Deacon according to the scriptures.

2. Those persons meeting the qualifications will be visited by at least two members of the Deaconship, after a screening process conducted by the Pastor and Deaconship. The purpose of the visit is to determine the prospective Deacon's interest, as well as to obtain additional information in the form of a completed questionnaire.
3. The completed questionnaire will be reviewed and discussed by the Pastor and members of the Deaconship.
4. The prospective Deacon will be interviewed by the Pastor and Deaconship jointly and/or separately. Additionally, the Pastor will interview the prospective Deacon and his wife.
5. The Pastor and Deaconship will agree or disagree that the prospective Deacon meets the desired qualifications. If there is a disagreement at this point or at any time, the process on that particular prospective Deacon is discontinued. Upon agreement between the Pastor and the Deaconship, the prospective Deacon is introduced to the congregation.
6. The prospective Deacon will begin a training process initiated and conducted by the Pastor and Deaconship. Previously ordained Deacons are required to complete the screening sessions, and are also encouraged to go through the entire process.
7. The prospective Deacon will be presented to the congregation for full

ratification after a period of time determined by the Pastor and Deaconship. Full ratification requires a discernment of confidence, by ballot, of 75% of those attending the Holy Spirit Discernment Session.

8. Finally, after the candidates for Deaconship has satisfied all of the above,  
the Pastor will call together an Ordination Council for the purpose of finalizing ordination. The culmination of this process will be an Ordination  
Worship Celebration.

### Removal of the Deacon

Removing Deacons from active office is basically the same in spirit and process as the selection procedures. Recommendation for removal of a Deacon from active office must be made by the Pastor and Deaconship one month prior to call for ratification by the congregation. All saints must be notified 14 days prior to the meeting scheduled for this purpose.

A discernment of lack of confidence, by ballot, or 75% of the saints present is required for removal. A Deacon may remove himself from active office at any time without any of the necessary procedures.

### The Deaconship

The active Deaconship will be composed of a chairman, one or more co-chairmen, a secretary, a parliamentarian, and other subministries and responsibilities as determined by the chairman. The Deaconship will meet at least once a month unless otherwise notified by the chairman. Special meetings of the Deaconship may be called at anytime by consent of the Pastor and chairman of the Deaconship.

## **Section 5 -Corporate Ministry for Legal Business**

The Corporate Ministry for Legal Business shall be composed of the Pastor, the Deaconship, the Treasurer, Clerk, chairpersons of the Trusteeship and Stewardship, a legal representative (Church member), and a congregational

representative. This ministry will be co-chaired by the Pastor and the chairman of the Deaconship. The legal representative and the congregational representative will be appointed by the chairpersons of this ministry. The chairman of the Deaconship, the Treasurer and the Clerk shall be the designated signatures on all legal matters.

The ministry will have not other business except the legal affairs of the corporate body; that includes but is not limited to the sale, purchase, lease or transfer of real assets of the corporate body. The Corporate Ministry for Legal Business shall be presented to the Church at the following Holy Spirit Discernment Session or sooner as deemed necessary by the Pastor.

### **Section 6 -Duties and Election of Servantship Ministry**

#### **A. Treasurer**

1. The Treasurer shall be selected at a joint meeting of the Deaconship, Stewardship and Trusteeship to serve a term of two years. The Treasurer shall be bonded. The Treasurer's books shall be audited by an outside firm to coincide with the selection or reappointment of the Treasurer.
2. The Treasurer is the general custodian of the Church's funds and shall keep records. The Treasurer shall be responsible for approving all disbursements based on the availability of funds; and the Treasurer is charged with the responsibility of assuring that all disbursements requests are in conformance with the approved Church budget. Special requests outside of the approved Church budget shall be directed to the Stewardship Ministry for approval/disapproval action. Also, any request for disbursement which is denied by the Treasurer may be appealed to the Stewardship Ministry for further consideration.
3. The Treasurer shall write and sign all checks. The Treasurer shall not pay out any money except that which is authorized by the Church budget. In emergency situations, the chairman of the

Deaconship and the chairman of the Stewardship Ministry shall be authorized to execute checks.

B. Assistant Treasurer

The Assistant Treasurer shall be selected in the same manner as the Treasurer. The Assistant Treasurer shall function as directed by the Treasurer, and shall assume the duties of the Treasurer in the Treasurers absence.

C. Financial Secretary

The Financial Secretary shall be selected by and be responsible to the Stewardship Ministry. The Financial Secretary shall be a member of the Stewardship Ministry. It shall be the duty of the Financial Secretary to keep a record of individual tithes and offerings and to distribute a statement of such records to members quarterly.

D. Clerk

The Clerk shall be selected through the regular nomination process to serve for one year. The Clerk shall keep a complete record of the transaction of all Holy Spirit Discernment Sessions of the Church to be read for approval at the succeeding session. The Clerk shall keep a record of the names and addresses of the members with dates and manner of admission to the membership and a record of baptisms. The Clerk shall prepare and issue all certificates (i.e. Baptisms, Membership, Ordinations, etc.)

The Clerk shall notify all delegates of their selection and appointment. The Clerk shall issue letters of transfer on request of transferring member or the receiving Church, preserve and file all communications and written reports, and give legal notice of all meetings when such is required by these bylaws. The Clerk shall assist in preparing denominational reports. The Clerk will be responsible for keeping an updated file of the minutes of the

Church, including corrections made during the Holy Spirit Discernment Session and amendments to the bylaws passed in Session.

There shall be a first and second Assistant Clerk selected annually through the regular nomination process to serve in the absence of the Clerk and to receive new members into the Church. The Clerk shall deliver immediately to his or her successor all books and records for which the Clerk is responsible.

The Clerk shall also serve as the Secretary of the Corporate Ministry for Legal Business. In this capacity the Clerk shall attest such deeds, mortgages or other conveyances authorized by the Church in Holy Spirit Discernment Session.

### **Section 7 - Stewardship Ministry**

The Stewardship Ministry is a joint ministry consisting of a Chairperson and an Assistant Chairperson, a Budget and Accounting Team, a Follow up / Visitation Team and a Counting Team. Ex-officio members of the Stewardship Ministry include the Treasurer and Assistant Treasurer, Financial Secretary and Assistant Financial Secretary, and Deacon representative(s).

All Stewardship Ministry members except the chairperson and the director of the Followup/Visitation Team shall be elected annually.

The Stewardship ministry shall:

1. Present to the Church a proposed Church budget.
2. Plan and assist in promoting the overall financial program of the Church based on tithes and freewill offerings. The ministry shall promote tithing and encourage stewardship in accordance with the Church's approved program.
3. Be responsible for the management of the approved Church budget and shall make available a written monthly report as the

condition of the Church's finances, including a balance sheet, income statement and year-to-date figures.

4. Approve or disapprove all special offering requests submitted to it.
5. Be responsible for conducting an annual internal review of the books.
6. Be responsible for monitoring the guidelines governing fund raising activities.
7. Acquaint new members with the Church financial program and fiscal policy.

### **Section 8 - Trusteeship**

The Trusteeship Ministry of the Greenforest Community Baptist Church is a service ministry. It shall serve the Greenforest Congregation by assisting in the maintenance, upkeep, cleaning and general security of all Church properties and facilities.

While not a governing body nor directly involved in the supervision of the custodial staff or contractors, the Trustee Ministry shall work closely with the Facility Manager to insure that all properties and facilities are properly maintained and managed.

In addition, the Trustees shall provide representation on the Administrative Ministry Team concerning contract bidding , property and equipment budgetary matters.

The trustees shall consist of any number of persons, selected annually through the church's nomination process, who are willing to accept the responsibilities of being involved in this service ministry. The Trustee Ministry shall have a Chairman and an Assistant Chairman to be selected during the month of October by the current members of the Trusteeship. The results of the selection of Chairman and Assistant Chairman shall be reported to the

Nominating Taskforce before November in order to be put on the upcoming slate of nominees.

The Chairman of the Trusteeship will serve as a member of the Corporate Ministry for Legal Business. The Treasurer, Chairman of the Stewardship Ministry, and Chairman of the Deaconship or their designee shall serve as ex-officio members of the Trusteeship with voting privileges.

Specific responsibilities of the Trusteeship shall include:

1. Insure that facilities are opened and closed for all meetings and assemblies in a timely manner on Sunday.
2. Conduct an annual inventory of all property and equipment.
3. Work closely with the Christian Education Ministry and the Nominating Committee to insure that members - possessing the gifts of helps and or service as identified through the Network Ministry are encouraged to consider serving in the Trustee Ministry.
4. Review and approve ( or disapprove ) requests for the lease or use of any of the facilities or properties for non church related organizations and activities. **NOTE:** For church related organizations and activities such as weddings, funerals, musicals, etc., approval is required from the Pastor or in his absence, the Executive Pastor - Ministry Administrator (See Administration Manual ).
5. Review and approve (or disapprove) requests for lease or loan of church furnishings and or equipment.
6. Provide other service support to the congregation and its ministries as needed and or requested.

**ARTICLE VII**

**Nominations Task Force**

The Deaconship shall direct the annual nominating process. The Deaconship shall appoint from a cross-section of the current auxiliaries of the Church, a task force ministry to work, as early in the year as possible, on the process of nominations for the coming year. The number of persons who serve on this task force ministry shall be determined by the need and the number of persons willing to serve, but consisting of no less than six (6) members. The work of the Nominations Task Force is subject to review by the Deaconship at any time.

The Nominations Task Force will conduct the nominating process for all vacancies not otherwise filled by appointments or other internal selection mentioned in these bylaws. The Nominations Task Force is an ad hoc auxiliary, therefore, will cease to function each year after ratifications, and a new task force will be convened for the next year which may or may not consist of some of the same persons from the previous year.

The Nominations Task Force ministry shall convene no later than the month of September to prepare to bring a slate of nominees. Nomination forms will be made available to the congregation no later than September 30th so that members will have the opportunity to nominate either themselves and/or any other members. The forms must be returned to the task force no later than October 31st. The Nominations Task Force will present its slate at the last quarter Holy Spirit Discernment Session, generally held the 1st or 2nd week in December.

The Nominations Task Force will use every available resource to seek out and select persons to serve in the Church. This will include, but is not limited to, asking members to volunteer time and talent with the understanding that they must meet certain leadership standards to be chosen to serve in certain leadership positions.

The vacancies and leadership standards should be communicated in as many ways, and in any manner determined by the Nominations Task Force. Leadership standards include, but are not limited to demonstrated participation and commitment to the Church's Christian Education ministry, leadership training and stewardship process. The Nominations Task Force ministry shall use the following parameters to conduct and fulfill its mission:

1. Assure that no member holds more than one selected leadership position at one time (this does not include service such as singing in the choir, ushering, teaching Sunday School, etc.).
2. Assure that leaders meet the minimum leadership standards that are described in the Administration Manual and as determined by the questionnaire entitled "Worksheet for Nomination Selection Process."
3. Assure that all members who want to serve be given an opportunity to serve according to the standards set forth for Church leadership.
4. Assure that persons selected are willing and familiar with the responsibilities of the position.
5. Assure that members who desire to serve second or multiple terms, if permitted by these bylaws, are currently functioning at an effective level of acceptability.
6. Assure that there be NO COMPETITIVE VOTING for any position in the Church for ratification. If the slate of leaders to the slate is unacceptable, the Nominations Task Force is charged with the responsibility to bring another slate or individual back to the Church for ratification. Only those names on the slate can be accepted for ratification.

## **ARTICLE VIII**

### **Church Recorders**

The Church Recorders shall consists of at least four (4) persons who shall be selected through the regular Church nomination process. The responsibilities of the Church Recorders shall be to assist and advise new candidates for Church membership relative to acceptance of Christ in their lives, and their method of admission into the Church. The Church Recorders shall also read

the names of the new candidates along with their desired method of admission to the congregation .

## **ARTICLE IX**

### **Church Ministries and Auxiliaries**

The ministries and auxiliaries of the Church can be identified in the organization flow chart which is a part of these bylaws. Related job descriptions can be found in the Church Administration Manual. Leadership positions in Church ministries and auxiliaries will be selected through the regular nomination process unless otherwise stated in these bylaws.

## **ARTICLE X**

### **Change Bylaws**

These bylaws are written with the full realization and acceptance that change is inevitable. Therefore, these bylaws may be reviewed for change as the need arises. An official review can be initiated by the Deaconship or by the direction of the congregation. To request a change, a written proposal must be presented to the Deaconship for review and if accepted, presented in writing to the congregation one month prior to consideration. Final appeal for a change to the bylaws can be made to the congregation in Holy Spirit Discernment Session.