



Colosse Baptist Church Bylaws

Presented to church for feedback at October 2013 and January 2014 quarterly business meetings. Approved at the April 28, 2014 quarterly business meeting.

The bylaws for the church membership and includes the duties of the pastor, deacons, trustees, officers, directors, committees, church council, and messengers to the Dover Baptist Association, and includes the guidelines to provide oversight of church auxiliaries, ordinances, and business meetings.



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Article 1 – Church Membership

Section 1. Members

Colosse Baptist Church is comprised of persons who profess a personal faith and belief in Jesus Christ, have received baptism in a church according to the New Testament, and actively follow the Lord Jesus Christ in discipleship.

Section 2. Right of Members

All members of the church are encouraged to attend and are entitled to vote at all business meetings. Proxy voting is prohibited.

Every eligible member may be considered to serve on a ministry team.

Members at least 21 year of age are eligible for consideration to serve as a Deacon, Trustee, Officer, Director, or Chairperson based on the guidelines defined for each.

Every member is expected to participate in the ordinance of the Lord’s Supper, support new Christians in the ordinance of baptism, seek spiritual growth by participating in worship services, small group Bible studies, and support the church through prayers and offerings.

Section 3. Reception of Members

Any persons wishing to become members may present themselves for membership in any one of the following ways:

- A. **Profession of faith.** A person publicly confessing a personal faith in the Lord Jesus Christ and baptized by immersion.
- B. **Letter.** Membership may be transferred from another church of like faith by letter of transfer.
- C. **Statement.** Statement of faith requesting church membership may be accepted in lieu of membership certification, if circumstances make it impossible to secure a written record of membership from another church.
- D. **Special Circumstances.** In the event of an extreme disability or life threatening medical condition a person may be presented to the congregation for membership by profession of faith to the pastor or letter from the person’s spouse or legal guardian. An alternative method of baptism may be used. The membership request should be presented in writing to the pastor prior to presentation to the congregation.

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Section 4. New Member Orientation

New members will be expected to participate in the church's new member orientation program provided by the pastor or someone from the deacon ministry to ensure new members understand the basic Baptist beliefs and are familiar with the contents of the constitution and bylaws.

Section 5. Termination of Membership

Termination of membership may result from:

- A. Death.
- B. Transfer by letter to another church.
- C. Member's written acknowledgement requesting membership termination or notification of action taken to join another church.

Section 6. Members Responsibility

Each member should:

- A. Faithfully attend regular church services.
- B. Accept financial responsibility commensurate with God's blessings and gifts.
- C. Serve in the church commensurate with one's talents and time.
- D. Witness to others what Jesus Christ has done in their personal life.
- E. Endeavor to find time each day for quiet meditation, prayer, and reading scripture in an effort to learn the will of God and to grow spiritually.
- F. Live a life of word, deed, and thought that glorifies God and allows others to see Jesus Christ working in them.

Article II – Pastor

Section 1 – Calling a Pastor

When a pastor vacancy occurs, the deacon ministry will nominate for church approval a pastoral search committee to seek a suitable pastor. The pastoral search committee shall consist of at least seven (7) persons nominated by the deacons and should include chair of deacon ministry. Pastoral search committee will recommend one pastor nomination at a time. Church members will vote to accept or reject pastor recommendation prior to pastoral search committee continuing to seek suitable pastor.

No pastor shall be called without an affirmative vote of three-fourths (3/4) of those members present and voting at a regular or special business meeting. Quorum required is 50 members. Prior to voting

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on accepting new pastor, written notice shall be provided over a two-week period prior to voting at a business meeting.

Deacon ministry shall obtain supply pastors, laymen, or interim pastor (must be presented to church for approval) when the church does not have a full time pastor, pastor absences due to vacation or sickness, or for special services.

All guest speakers must be presented to the pastor and Deacon Ministry for approval prior to issuing an invitation to the guests. A previously approved guest does not require re-approval but does require notification to the pastor and Deacon Ministry prior to the event.

Section 2. Pastor Responsibilities

The duties of the **Pastor** shall include:

- A. Oversee the general welfare and spiritual growth of members.
- B. Encourage harmony within the church.
- C. Provide counseling services to member for personal circumstances or guidance to committees.
- D. Serve as an advisory member of all committees and church organizations.
- E. Direct the work of the church secretary. The deacon ministry will assume this responsibility during a pastor vacancy or as requested by pastor.
- F. Encourage selection of committee chairperson prior to beginning of church year and schedule first meeting of temporary committees to identify committee chairperson.
- G. Coordinate with the deacons the use of the church for special events.

Section 3. Pastor Vacation

The pastor is allowed vacation time of not more than twenty-one (21) days in each calendar year. Vacation time for more than three (3) Sundays is not allowed without the consent of the deacon ministry.

Section 4. Revivals and Other Speaking Engagements

The pastor is allowed to hold outside revivals and accept other speaking engagements, with the consent of the deacon ministry.

Section 5. Financial Responsibility during Pastor Vacancy or other Circumstances

The church assumes financial responsibility for a supply pastor or laymen for services during a pastor's vacation, outside revivals, speaking engagements, or during periods of pastor illness.

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Section 6. Termination of Pastor

Pastor shall serve until decision is made by pastor to leave the church or poor performance requires the deacon ministry to recommend termination of employment. Deacon ministry will recommend pastor termination at a quarterly or special business meeting. Termination of the services of the pastor shall be preceded by a sixty (60) day notice from the church unless:

- A. Pastor is found guilty of immoral conduct.
- B. Church has violated its agreement with the pastor.
- C. Agreement to disregard the sixty (60) day notice is mutual between the church and the pastor.

Article III - Deacon Ministry

Section 1. Number of Deacons and Terms of Office

- A. Deacon ministry shall consist of nine (9) active deacons. Three (3) new deacons shall be confirmed each year to take office September 1. New deacons will replace those completing a three-year term on the deacon rotation system. No deacon shall be eligible for reelection until one (1) year has elapsed.
- B. An ordination service shall be held for each new deacon who has not been previously ordained.

Section 2. Deacon Selection

The deacons in conjunction with the pastor will nominate three (3) candidates (based upon the scriptural guidelines: Acts 6: 1-7 and 1 Timothy 3: 8-13). These candidates will be counseled by the pastor and deacons for sincerity of office. The deacons will present the candidates for deacons to the church for approval at the July quarterly business meeting.

Section 3. Deacon Responsibilities

The duties of the deacons shall include:

- A. Maintain general oversight of the church and all of its activities.
- B. Assist the pastor in his spiritual work, duties, church visitation, family ministry plan, and shall at all times walk uprightly before the world.
- C. Hire church staff and monitor staff performance.
- D. Select and present members of the Leadership Endorsement Committee to the church for approval at the April quarterly business meeting.

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- E. Work with the Leadership Endorsement Committee when needed to address inactive members on committees or to help resolve conflicts within a committee when it impacts the harmony of the church.

Section 4. Procedures for Filling a Deacon Vacancy

- A. Resignation: A deacon shall submit in writing a letter of resignation to the pastor (or chair of the deacon ministry during pastor vacancy or pastor absence due to illness). The letter will be presented to deacon ministry and at the next church business meeting.
- B. Replacement: In the event of a deacon vacancy (due to death or resignation), the deacon selection process will be implemented. The nomination process will allow the nomination of an inactive deacon disregarding the one-year elapsed timeframe.

Article IV Church Trustees

A **Church Trustee** will be elected every five (5) years on a rotation system according to the number of years of service (the longest service term to be rotated off first). A trustee shall not serve for more than 15 consecutive years. There will be at least three (3) trustees and the duties shall include:

- A. Maintain financial oversight of the property of the church. They will not have the authority to buy, sell, mortgage, lease, invest, or transfer any property/assets without a specific vote of the church authorizing such action.
- B. Ensure trustee recommendations are conformable with the laws of the Commonwealth of Virginia pertaining to church property.

Guidelines for all Officers or Directors:

- A. Elected for a term of one year from September 1 through August 31.
- B. Must function within their annual budgeted allocation or request additional funding through stewardship committee chairperson.
- C. Attend or designate a representative to provide a report at the quarterly business meeting.
- D. Attend church council meetings to collaborate on the creation of the church wide calendar of events to avoid scheduling issues with church facilities, equipment, or vehicles.
- E. Must be a church member for a minimum of one year prior to nomination.
- F. Ministry team members must be a church member for a minimum of six months.
- G. Shall not hold more than two positions (officer or director) in a church year.
- H. Will be selected by the Leadership Endorsement Committee and presented for approval at the quarterly April business meeting.
- I. Will work with Leadership Endorsement Committee to fill vacant positions of ministry team.

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Article V – Church Officers

Section 1. Church Clerk

Duties of the **Church Clerk** shall include:

- A. Act as authorizing agent to verify matters of record passed by the church.
- B. Maintain register of the names of church members, with dates of admission, baptism, transfer, or death.
- C. Issue letters of transfer as requested.
- D. Ensure register is ninety (90) days current at all times and provide report of membership at each quarterly business meeting.
- E. Prepare annual letter to the Dover Association.
- F. Maintain a permanent record of all motions, actions, and reports as approved during church business meetings.

Assistant Church Clerk

The **Assistant Church Clerk** shall perform duties of the Church Clerk as requested or as needed and will perform the duties of the Church Clerk in their absence.

Section 2. Church Historian

Duties of **Church Historian** shall include:

- A. Gather, deliver, and permanently store all historical records at the church.
- B. Maintain up-to-date history of church.

Assistant Historian

The **Assistant Historian** shall perform duties of the Historian as requested or as needed and will perform the duties of the Historian in their absence.

Section 3. Moderator

The pastor or church elected moderator shall preside over all church business sessions and shall observe parliamentary practices of the newly revised Robert's rules of order. In the absence of the pastor or elected moderator, the chair of deacon ministry will serve as moderator.

Assistant Moderator

The **Assistant Moderator** shall perform duties of the Moderator as requested or as needed and will perform the duties of the Moderator in their absence.

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Section 4. Recording Secretary

Duties of **Recording Secretary** shall include:

- A. Take the minutes of each business meeting and prepare minutes of all motions, actions, and reports.
- B. Prepare an outline of significant items in each business meeting and provide to pastor and chair of deacon ministry by the end of the month in which the business meeting is held.
- C. Make available to church membership a hardcopy of minutes two Sundays prior to the quarterly business meeting.
- D. After approval of minutes at business meeting, provide copy of minutes to church clerk to be entered in the permanent record book.

Assistant Recording Secretary

The **Assistant Recording Secretary** shall perform duties of the Recording Secretary as requested or as needed and will perform the duties of the Recording Secretary in their absence.

Section 5. Treasurer

Duties of the **Treasurer** shall include:

- A. Maintain accurate record of accounts covering all monies paid into or expended from the general fund and special funds of the church.
- B. Make available to church membership the financial status of all church accounts (quarterly and year-to-date totals) in a report one Sunday prior to seeking approval at the quarterly business meeting.
- C. Ensure all end-of-year records are available for audit review.
- D. After completion of audit review, properly store records in a secure and protected area on church property.

Assistant Treasurer

The **Assistant Treasurer** shall perform duties of the Treasurer as requested or as needed and will perform the duties of the Treasurer in their absence.

Article VI – Directors

Leadership Endorsement Committee shall present for confirmation at the April quarterly business meeting Directors for preschool, children, youth, young adults, senior adults, music, Discipleship Training, and Sunday School. The Vacation Bible School Director shall be presented during the July or October quarterly business meeting for next year's Vacation Bible School.

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Section 1. Children's Director

Duties of the **Children's Director** shall include:

- A. Select **Children's Ministry Team** to consist of at least (3) members to plan activities and Bible studies for children in grades 1-6.
- B. Collaborate with team to prepare calendar of activities, Bible studies, and mission-related projects for children to be included on church wide calendar.
- C. Present **Children's Ministry Team** for confirmation at July quarterly business meeting.

The **Assistant Children's Director** shall be designated by the Children's Director and will perform the duties as needed or during their absence.

Section 2. Discipleship Training Director

Duties of **Discipleship Training Director** shall include:

- A. Lead the training programs of the church.
- B. Collaborate with officers, directors, and committees to identify training needs.
- C. Coordinate the scheduling of various training opportunities.
- D. Provide report of training opportunities completed or being offered.
- E. Coordinate church wide Bible studies.
- F. Present names of training leaders and present for confirmation at July quarterly business meeting. Provide changes or additional training leaders at quarterly business meeting following appointment.

The **Assistant Discipleship Training Director** shall be designated by the Discipleship Training Director and will assist as needed or during their absence.

Section 3. Link Director

Duties of **Link Director** shall include:

- A. Select **Link Ministry Team** to consist of at least (3) members and collaborate with team to plan activities, Bible studies, and mission-related projects for married or single adults between the ages of 25-45 or married with children. This group is focused on linking others to God by learning, leading, and loving through Christian fellowship of adults with small children or adults beyond the college years.
- B. Present **Link Ministry Team** for confirmation at July quarterly business meeting.
- C. Collaborate with ministry team to identify and plan activities, meetings, trips, and Bible studies for this group.

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- D. Prepare calendar of activities, Bible studies, and trips for this group to be included on church wide calendar.

The **Assistant Link Director** shall be designated by the **Link Director** and will assist as needed or during their absence.

Section 4. Music Director

Duties of **Music Director** shall include:

- A. Define age-group choirs and designate leaders for each choir and present for confirmation at July quarterly business meeting.
- B. Oversee adult choir.
- C. Play piano, organ, or other musical instrument for Sunday morning worship service, revival, and other special events or obtain individuals to play musical instruments during services.
- D. Obtain individuals to play musical instruments and provide special music during a absence.
- E. Coordinate the use of pre-programmed music as needed.
- F. Coordinate special music for call to worship or special music for Sunday morning worship, revival, and other special events.

The **Assistant Music Director** shall be designated by the Music Director and will perform the duties of as needed or during their absence.

Section 5. Preschool Director

Duties of **Preschool Director** shall include:

- A. Select **Preschool Ministry Team** to consist of at least three (3) members and collaborate with members to plan activities and Bible studies for children ages 2-5.
 - a. Prepare calendar of activities, Bible studies, and mission-related projects for children to be included on church wide calendar.
- B. Select the **Preschool Worship Team** to consist of at least two (2) members and the duties shall include:
 - a. Schedule workers for nursery and preschool age children during Sunday worship hour.
 - b. Schedule workers for children under age two (2) during special services.
 - c. Perform periodic reviews of the toys, baby equipment, and supplies to ensure that environment is safe, clean, and welcoming to preschoolers and their families.
- C. Present **Preschool Ministry Team** and **Preschool Worship Team** for confirmation at July quarterly business meeting.

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The **Assistant Preschool Director** shall be designated by Preschool Director and will perform the duties as needed or during their absence.

Section 6. Senior Adult Director

Duties of the **Senior Adult Director** shall include:

- A. Select **Senior Adult Ministry Team** to consist of at least three (3) members and collaborate with members to plan activities, meetings, trips, and Bible studies for senior adults (also known as the “Young at Heart” group).
- B. Prepare calendar of activities, Bible studies, and trips for senior adults to be included on church wide calendar.
- C. Present **Senior Adult Ministry Team** for confirmation at July quarterly business meeting.

The **Assistant Senior Adult Director** shall be designated by the Senior Adult Director and will perform the duties as needed or during their absence.

Section 7. Sunday School Director

Duties of the Sunday School Director shall include:

- A. Define Sunday School classes based on age, gender, marital status, interest, or special needs.
- B. Order and distribute Sunday School teaching literature and supplies.
- C. Designate teachers, assistant teachers, and other support positions for Sunday School classes.
- D. Present roster of teachers and assistant teachers for confirmation at July quarterly business meeting.

The **Assistant Sunday School Director** shall be designated by the Sunday School Director and will perform duties as needed or during their absence.

Section 8. Young Adult Director

Duties of Young Adult Director shall include:

- A. Select **Young Adult Ministry team** to consist of at least (2) members and collaborate with team to plan activities, Bible studies, and mission-related projects for young adults.
- B. Collaborate with team to identify and coordinate location, schedule, transportation, and training needs for annual mission trip.
- C. Present **Young Adult Ministry Team** for confirmation at July quarterly business meeting.

The **Assistant Young Adult Director** shall be designated by the Young Adult Director and perform duties as needed or during their absence.

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Section 9. Youth Director

Duties of **Youth Director** shall include:

- A. Select **Youth Ministry Team** to consist of at least (5) members and collaborate with team to plan activities, Bible studies, and mission-related projects for youth in grades 7-12 (also known as the IGNITE) group. IGNITE is the acronym for “Inspiring Godliness Now in Teens Everywhere”.
- A. Present **Youth Ministry Team** for confirmation at July quarterly business meeting.
- B. Collaborate with team to identify and coordinate location, schedule, transportation, and training needs for annual mission trip.

The **Assistant Youth Director** shall be designated by the Youth Director and will perform duties as needed or during their absence.

Section 10. Vacation Bible School Director

Duties of the **Vacation Bible School Director** shall include:

- A. Select **Vacation Bible School Ministry Team** to consist of at least (2) members and collaborate with team to define theme, age-based classes, and structure for Vacation Bible School.
- B. Designate teachers and support positions for Vacation Bible School.
- C. Present **Vacation Bible School Ministry Team** for confirmation at the April quarterly business meeting.
- D. Order and distribute teaching literature and supplies.

The **Vacation Bible School Assistant Director** shall be designated by the Vacation Bible School Director to perform duties as needed or during their absence.

Article VII – Committees

Guidelines for committees and Teams:

- A. Members are elected for a term of one year from September 1 through August 31.
- B. Current chairperson will schedule a meeting to determine the chairperson from within the committee by August 31 before the new church year begins.
- C. Committees must function within their annual budgeted allocation or committee chairperson may request additional funding through stewardship committee.
- D. Attend or designate a representative to provide a report at the quarterly business meeting.

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- E. Chairperson or designated representative of committees responsible for scheduling activities that require use of the church facilities, equipment, or vehicles shall attend church council meetings to collaborate on the creation of the church wide calendar of events to avoid scheduling issues.
- F. Committee members must be a church member for a minimum of six months prior to nomination.
- G. Chair of a committee must be a church member for a minimum of one year prior to nomination.
- H. Additional committee members may be added (at the request of the committee chairperson to the Leadership Endorsement Committee) and will be presented by the leadership endorsement committee for approval by the church at the next scheduled quarterly business meeting.
- I. The committee chairperson shall ensure committee members perform the duties of the committee as outlined in the bylaws (Article VII) and may seek assistance from the Leadership Endorsement Committee to address inactive committee members or conflicts on the committee that impact the harmony of the church.

Section 1. Audit Committee

The **Audit Committee** shall consist of at least two (2) members and the duties shall include:

- A. Perform the annual audit of Treasurer and Stewardship records.
- B. Arrange an outside audit of the records by a licensed CPA at least every three (3) years or more often if deemed necessary.
- C. The Treasurer, Assistant Treasurer, or members of the Stewardship Committee may not serve on this committee.

Section 2. Building and Grounds Committee

The **Building and Grounds Committee** shall consist of at least six (6) members and the duties shall include:

- A. Be responsible for the maintenance and supervision of the building, equipment, and grounds (including the ministry center).
- B. Arrange for issuing contracts for custodial care of the buildings and lawn care of the church grounds.
- C. Approve all furnishing and equipment under consideration for placement in and on the church properties (all such items shall become church property and be under the supervision of this committee).

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Section 3. Constitution and Bylaws Committee

The **Constitution and Bylaws Committee** shall consist of at least three (3) members and the duties shall include:

- A. Maintain church constitution, bylaws, and policy documents based on changes approved during quarterly or special business meetings.
- B. Review church constitution, bylaws, and policy documents annually and make recommendations at quarterly business meeting if changes are needed.
- C. Maintain updated constitution, bylaws, and policy documents and distribute to church members.

Section 4. Dramatic Arts Committee

The **Dramatic Arts Committee** shall consist of at least three (3) members and the duties shall include:

- A. Organize, coordinate, and assist with drama type presentations for church wide worship.

Section 5. Flower Committee

The **Flower Committee** shall consist of at least six (6) members and the duties shall include:

- A. Display donated or purchased flowers for the Sunday morning worship or special services.
- B. Decorate church for special holidays.

Section 6. Leadership Endorsement Committee

The **Leadership Endorsement Committee** shall consist of at least five (5) members chosen by the Deacon Ministry for approval by the church at the April quarterly business meeting and the duties will begin on August 1 and shall include:

- A. Present to the church for approval at the designated quarterly business meeting the nominees for the officers, directors, and committees as defined in these church bylaws.
- B. Seek nominees to fulfill minimum designated number of members for each committee.
- C. Function during the year to fill all officer, directors, or committee vacancies or request for additional committee members.
- D. Vacancies or additional committee members nominated during the year will be presented for church approval at the next scheduled quarterly business meeting.
- E. Discuss inclusion of volunteers beyond the designated number of members for each committee with the committee chairperson to determine if need exist to expand committee members or if the volunteer needs to be notified that a vacancy does not exist.

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- F. At the request of a committee chairperson, work with the committee chairperson to address inactive committee members or conflicts on the committee that impact the harmony of the church. Seek assistance as needed from the deacons or pastor.
- G. Ensure that all officers, directors, and committee members understand the duties as outlined in the bylaws (Article VII).
- H. Develop a process to identify a church member's interest in fulfilling the duties of a church officer, director, team, or committee.
- I. Notify the appropriate officer, director, team, or committee of the church members' interest.

Section 7. Library Committee

The **Library Committee** shall consist of at least two (2) members and the duties shall include:

- A. Oversee church library resources.
- B. Obtain or purchase library resources to support church programs.

Section 8. Ordinance Committee

The **Ordinance Committee** shall consist of at least six (6) members and the duties shall include:

- A. Coordinate the preparation of the Lord's Supper and baptismal service.
- B. Perform periodic review of Lord's Supper supplies to ensure member participation is not adversely affected.

Section 9. Scholarship Committee

The **Scholarship Committee** shall consist of at least three (3) members and the duties shall include:

- A. Create scholarship application guidelines and establish application submission deadline.
- B. Review scholarship applications and select recipient(s).

Section 10. Special Events Committee

The **Special Events Committee** will consist of at least seven (7) members and the duties shall include:

- A. Supervise the use of kitchen, dining hall or pavilion.
- B. Oversee organization of kitchen supplies.
- C. Maintain adequate supply of paper products needed for church meals.
- D. Coordinate food and paper product purchases.
- E. Enlist church members in food preparation as needed.

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- F. Arrange meals for visitors, choirs, and family members responsible for providing the message or special music during revivals or other special events.
- G. Prepare guidelines for removal of kitchen equipment from the church.

Section 11. Stewardship Committee

The **Stewardship Committee** will consist of at least eight (8) members and the duties shall include:

- A. Chairperson is responsible for developing guidelines and procedures related to fulfilling the duties of this committee.
- B. Ensure all committee members are properly informed and adhere to the guidelines and procedures related to counting, preparing deposits, and preparing the annual budget.
- C. Authorize and schedule regular and special offerings to support the financial needs of the church or to support missions.
- D. Ensure two (2) members are available to count and prepare deposit receipt for all church offerings.
- E. Ensure offering is deposited on next available business day or safely secured until deposit can be made.
- F. Oversee creation of budget by collaborating and assessing financial needs of pastor, officers, directors, and committees.
- G. Consider requests for additional funding to increase budget allocation amounts.
- H. Present annual budget at the October quarterly business meeting.
- I. Ensure all offerings are in compliance with IRS regulations.

Section 12. Technology Committee

The **Technology Committee** will consist of at least three (3) members and the duties shall include:

- A. Oversee and implement technology solutions (i.e., computers, copy equipment, printers, routers, internet service, projectors, cell phones, etc.) to meet the approved needs of the church.
- B. Research and ensure that technology solutions are cost-effective.
- C. Perform periodic maintenance reviews to ensure equipment is functioning properly and coordinate service to repair or replace faulty equipment when necessary.
- D. Maintain list of technology equipment and software including date of purchase.
- E. Provide training as needed regarding the use of technology equipment purchased by the church.

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Section 13. Threat Assessment Committee

The **Threat Assessment Committee, also known as the Threat Assessment Team (TAT)**, will consist of a least five (5) members and the duties shall include:

- A. Identify threats and hazards within the church Facility and grounds.
- B. Assess risks and make recommendations to Church membership for mitigation.
- C. Prioritize threats and hazards.

Section 14. Transportation Committee

The **Transportation Committee** will consist of at least five (5) members and the duties shall include:

- A. Ensure that all church-owned vehicles are properly maintained to ensure compliance with state laws and to ensure the safety of all riders.
- B. Ensure that all drivers are licensed to drive and over the age of 25 for non-CDL vehicles.
- C. Ensure drivers maintain appropriate CDL certification for vehicles requiring driver to have a CDL license.
- D. Provide guidelines for operation of church-owned vehicles.

Section 15. Ushers Committee

The **Ushers Committee** will consist of at least two (2) members and the duties shall include:

- A. Enlist church members to take up offering during worship or special services.
- B. Enlist church members to welcome people at the front doors (church and Sandman Fellowship Hall) and to provide assistance as needed.
- C. Assist visitors in locating an appropriate classroom or obtain suitable seating in the sanctuary.

Section 16. Other Needed Committees

The church shall approve additional ad hoc committees as needed without a change to the Bylaws if the committee is created for specific period of time and shall be referred to as a temporary committee.

The first meeting of a temporary committee will be established by the pastor and a chairperson will be selected. The chairperson will provide a status from the committee at quarterly business meetings.

The process defined in the Colosse Baptist Church Constitution must be used to add a new permanent committee.

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Article VIII– Church Council

Duties of the church council (members are defined in the Colosse Baptist Church Constitution document) shall include:

- A. In conjunction with the pastor, serve as the administrative body of the church.
- B. Meet at least quarterly to create a master calendar of church events, coordinate use of church vehicles, equipment, and facilities.
- C. Shall provide calendar of events during quarterly business meetings.

Article IX– Messengers to the Dover Baptist Association

Section 1. Executive Committee Representative

The church will select two (2) representatives whose duties shall include:

- A. Attend the quarterly executive committee of the Dover Baptist Association.
- B. Provide a report at the quarterly business meeting.

Section 2. Dover Baptist Association Messengers

The church will select four (4) representatives whose duties shall include:

Attend spring and fall meeting or any special called meeting of the Dover Baptist Association.

Provide a report at the quarterly business meeting.

Article X – Church Auxiliaries

The following Church auxiliaries shall operate under their own guidelines and/or bylaws to promote mission projects and missionary learning opportunities. These auxiliaries shall participate in the church council meeting to avoid scheduling conflicts, provide a report of age-specific leaders at a quarterly business meeting, and provide a report of activities or events at each quarterly business meetings including a financial report and subject to review of auxiliary financial account by Audit committee.

- Men in Ministry
- Woman’s Missionary Union and mission groups as established by the WMU.

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Article XI – Colosse Cemetery Association

The Colosse Cemetery Association shall operate under its own guidelines and/or bylaws and have general charge for taking care of the cemetery. The association shall elect its own officers and be responsible for maintaining the rules and regulations pertaining to the care of the cemetery and assigning grave plots to church members and non-church members. The names of the association officers will be report to the church at a quarterly business meeting.

Article XII – Ordinances

Section 1. Baptism

Baptism is a symbolic act of obedience. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism. (1) Baptism shall be by immersion in water. (2) Baptism may be administered by the pastor or whomever he shall authorize. (3) Baptism shall be administered as an act of worship during any worship service (at church or other designated location). (4) Baptism shall be as soon as possible after the public confession of faith.

Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

The Lord's Supper shall be observed on a regular basis, preferably on the first Sunday of each month. The pastor and deacon ministry shall be responsible for administration of the Lord's Supper and approve changes to the designated observance schedule.

Article XIII – Business Meetings

Section 1. Rules of Order

Parliamentary procedures according to the Robert's Rules of Order newly revised will be used for all business meetings.

Section 2. Worship

The church may authorize as many services of worship as the congregation desires and at the times it wishes to meet.

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Section 3. Quarterly Business Meetings

These meetings shall be held on the third Monday of the following months: January, April, July, and October. The pastor and deacons may approve rescheduling of these business meetings when extenuating circumstances may prohibit church member participation or an advance notice of date change is provided to church members at least two (2) weeks prior to the meeting date.

If less than fifteen (15) members are present for the quarterly business meeting, reports can be presented and a quorum of at least fifteen (15) members being present are required to approve any recommendations.

Section 4. Special Business Meetings

Special business meetings may be scheduled by the pastor or deacons when:

- A. A financial decision needs to be made immediately.
- B. A controversy related to a dispute at a quarterly business meeting or a difference of opinion among church members that are affecting the normal harmonious attitudes of members.
- C. A special business meeting within two (2) – four (4) weeks following a controversy during a quarterly business meeting is needed to ensure a quick resolution. The pastor and deacons will counsel both sides of the dispute and every effort will be made to settle the dispute in the best interest of the church.
- D. To provide additional information to clarify or answer questions to allow church members to make a better decision. After all questions have been answered and issues clarified, a vote may be taken.

The date and reason for a special business meeting shall be provided to church members at least two (2) weeks prior to the meeting date. All decisions require a quorum of at least fifteen (15) members being present.

Section 5. Special Business Meeting at end of Worship Service

A special business meeting at the end of a worship service shall be to receive new members or when an immediate action or decision is required by the church. The two (2) week notification prior to the special business meeting is not required if the situation involves a financial impact to the church or to the safety and well-being of church members.

In the event of an emergency that cannot be delayed until a church meeting, the pastor, Deacon Ministry chairperson, Building and Grounds chairperson, and Treasurer have the authorization to address the situation and provide a report to the church of actions taken. If a financial decision is

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made that impact the funds in a special account, the chairperson or director of the special account will be notified immediately.

Section 6. Other Meetings or Uses of the Church Facilities

The sanctuary may be used for:

- A. Worship services
- B. Church business meetings
- C. Weddings
- D. Funerals
- E. Church-related event, organizational meeting or Bible study
- F. Other community meetings approved by the pastor and deacons

The music room's primary purpose is a practice area for age-appropriate choirs of the church or visiting choirs. The music room and dining hall may be used for:

- A. Overflow seating for weddings or funerals
- B. Church sponsored social events
- C. Church sponsored fund raisers
- D. Wedding receptions
- E. Bridal or baby shower
- F. Community Christian-based event
- G. Other event approved by the pastor and deacon ministry

The pavilion may be used for:

- A. Church sponsored social events
- B. Church sponsored fund raisers
- C. Other events if approved by the pastor and deacon ministry.

The ministry center may be used for:

- A. Overflow church-related activities or events
- B. Other events approved by the pastor and deacon ministry

Church members shall reserve the use of facilities for other events through the pastor by completing the Request for Use of Facilities form and church members will take responsibility for reserving the use of facilities for non-church member. The pastor presents request to Deacon Ministry for approval. Use of the kitchen is included in an event or activity that plans to serve or sell food items.

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Article XIII- Amendments

Amendments to the bylaws shall be made according to process defined in the most current Colosse Baptist Constitution.

2013-2014 Constitution and Bylaws Committee:

Chairperson: Jeff Walton

Members: Franklin McGowan, Rose Rice, and Gaynell Smith

2014-2015 Constitution and Bylaws Committee:

Jeff Walton, Gaynell Smith & Rose Rice

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Recap of action taken to bylaws:

Date	Action
January 2014	Bylaws presented to the church for review.
April 2014	Bylaws approved.
July 2014	Approved modification to responsibilities in the areas of the deacons, all committee members, and endorsement committee with adding (Article VII after bylaws) in the committee members and endorsement committee responsibilities.
July 2014	Recommended adding an assistant position to all officer positions in the bylaws to ensure consistency and appropriate backup is provided when needed or during an officer's absence.
October 2014	Recommended and approved adding the following officer positions: Assistant Church Clerk, Assistant Historian, Assistant Moderator, and Assistant Recording Secretary. Also, added "Article VII" to item "I" on the guidelines for committees and "Article VII of these bylaws" to item "G" under the leadership endorsement committee.
July 2015	Added new committee called Threat Assessment Committee (also known as the Threat Assessment Team).
January 2017	New group (The Link) approved by the church to be added to the By-law. Added the Link and Assistant Link Director responsibilities.
April 2017	Revision to bylaws approved at business meeting: <ul style="list-style-type: none"> • Require approval by the pastor and Deacon Ministry for all guest speakers prior to an invitation being issued. • Responsibilities for the Link Director and Assistant Link Director. • Revision to Church Council to include meet on a quarterly basis (this would eliminate the need to have separate Unity meetings). • Require completion of form to use church facilities for all non-church events.