

# WEDGWOOD BAPTIST CHURCH

## CONSTITUTION and BYLAWS

Revised January 2016

TO KNOW CHRIST...

... AND TO MAKE CHRIST KNOWN

5522 Whitman Avenue

Fort Worth, Texas

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# CONSTITUTION

## PREAMBLE

We declare and establish this constitution for the preservation and security of the principles of our faith, and that this body may be governed in an orderly manner. This constitution is to preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches and organizations.

## ARTICLE I. NAME AND INCORPORATION

This body has been incorporated under the laws of the State of Texas (May 27, 1960) as Wedgwood Baptist Church of Fort Worth, located at 5522 Whitman Avenue, Fort Worth, Tarrant County, Texas 76133. The church trustees are designated by the membership to serve as registered agents of this body. The corporation has no stock and is not for material gain. In the event of the dissolution of Wedgwood Baptist Church, ownership of the total assets of said corporation will be transferred to the Tarrant Baptist Association of Ft. Worth, Texas, if they qualify as a charitable organization under Sec. 501(c.) (3) of the Internal Revenue Code of 1954, or to another Baptist church that does meet that requirement.

## ARTICLE II. MISSION STATEMENT

### General Statement

Our mission is to glorify God and to reflect His Son, Jesus Christ, by

- reaching up to God in worship and praise
- reaching down into God's authoritative Word
- reaching out to evangelize a lost world through missions and ministry at home and abroad.

We fervently believe that prayer is the sole means whereby we are empowered with the Holy Spirit to be and to do all that God intends.

### Worship and Praise

Worship is the proper response of the Body of Christ in recognition of who God is to us and what He does for us. We express our adoration and praise through prayer, music, the reading and proclamation of the Word, drama, testimony,

biblical stewardship, and individual and corporate obedience to the Lordship of Christ.

#### Education and Nurture

Biblical education is the discovering of spiritual truth concerning God and man and the applying of that truth to our lives. These learning experiences will produce disciples who will seek to demonstrate total commitment of life to Christ and who will experience increasingly meaningful relationships with God and fellow believers.

#### Evangelism and Missions

Evangelism is the first step of the Great Commission in reaching people with the life-changing message of the Gospel. We are called to begin our Christian witness at home, and to extend it to the community, and unto the ends of the earth, reaching out to all people.

#### Ministry

The Body of Christ ministers when it demonstrates God's love by meeting the needs of people. This involves practical and personal deeds of love and kindness both inside and outside the church family.

### ARTICLE III. STATEMENT OF FAITH

Since the Holy Scriptures of the Old and New Testament are inspired by God and reveal His eternal will and purpose in Christ Jesus, they shall stand as the sole authority and guide for the faith and practice of this church. The 1963 statement of *The Baptist Faith and Message* expresses the doctrinal convictions of this congregation. The ordinances of believer's baptism and the Lord's Supper shall be observed by the church as symbolic testimonies and remembrances of the redemptive work of Jesus Christ.

### ARTICLE IV. MARRIAGE

Marriage is a biblical institution established by God as described by Scripture. We believe biblical marriage can only occur between one man and one woman. This church recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, this church's pastors and staff will not officiate in same-sex unions or same-sex marriages, nor will its property or resources be used for such purposes.

## ARTICLE V. POLITY AND PARLIAMENTARY AUTHORITY

This church is a theodemocracy under Christ the head of the church. It uses such democratic processes as discussion and decision-making to help it discover God's will for the church at any specific time. The membership retains unto itself the right of exclusive self-government, under the guidance of the Holy Spirit, in all phases of the spiritual and temporal life of this church.

*Robert's Rules of Order* (latest revised edition) shall be followed in all questions of parliamentary procedure not provided for otherwise in this constitution and bylaws.

## ARTICLE VI. RELATIONSHIPS

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperates with and supports the Tarrant Baptist Association, the Baptist General Convention of Texas, the Southern Baptists of Texas Convention, the Southern Baptist Convention, and the Baptist World Alliance.

## ARTICLE VII. FAITH AND PRACTICE

As members of Wedgwood Baptist Church, we are called to give total loyalty to Jesus Christ, our head. We agree that the Bible, God's Word, is the standard by which we govern our lives. While we seek to instruct, nurture and hold each other accountable, we understand that each believer is a priest who carries within himself the privilege and responsibility to understand and apply the principles of the Scripture to his own life as the Holy Spirit directs.

Being a Christian does make a difference in our life and actions. The primary distinction between believers in Jesus Christ and a lost world is love for God and the brethren. This love compels us to share the gospel with those who are not Christians.

## ARTICLE VIII. AMENDMENTS

Proposed amendments to this constitution may be presented in writing by any member or church-elected committee of Wedgwood Baptist Church to the Constitution and Bylaws Review Committee.

Recommendations for approval of proposed amendments shall be presented in writing by the Constitution and Bylaws Review Committee to the church at a church business conference.

At a regularly scheduled church business conference at least thirty days after notice is given to the church, a vote will be taken on any proposed

amendment. An affirmative vote of two-thirds of the church members present and voting shall approve the amendment.

# BYLAWS

## ARTICLE I. MEMBERSHIP

### Section A. General

The congregation of this church reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

#### 1. Qualifications

The membership of Wedgwood Baptist Church shall be composed of persons who have given evidence of regeneration, who have been baptized by immersion, who subscribe to the covenant and constitution of this church, and who have completed the requirement of new member orientation for church membership.

#### 2. Categories of Membership

Persons shall be included on the church's membership roll according to the following categories:

- a. Resident members shall be those persons living in the geographical area of the church who are able to participate regularly in its worship, life, and ministry unless prevented due to illness, infirmity, or the necessities of employment.
- b. Non-resident members shall be those persons living outside the geographical area of the church, at a distance which precludes their regular attendance and participation in the worship, life, and ministry of the church or with whom the church, after one year's time, is unable to communicate or make contact. Persons shall be moved from resident to non-resident status upon notification to the church clerk by the Sunday School outreach leaders or other church officers, after a proper investigation has been completed.

### Section B. Methods of Admission

A candidate to be considered for membership shall present him or herself for membership during the invitation time by one of the following:

#### 1. Baptism

A person makes a public profession of faith in Christ and is baptized by immersion.

## 2. Church letter of recommendation

A person presents himself/herself on a promise of a letter of recommendation from a Baptist Church or another church of like faith and order. A church of like faith and order does not refer exclusively to a Southern Baptist Convention Church, but to a church that practices believer's baptism by immersion upon one's profession of faith and holds to similar core doctrines.

## 3. Statement

A person who has been a member of a Baptist or other church of like faith and order, and in consequence of peculiar circumstances cannot obtain a church letter of recommendation, may be received into the church fellowship upon a statement satisfactory to the church.

## 4. Watchcare

A Christian who resides in the locality of this church for a brief period of time may join this body of believers under a "watchcare" ministry. Due to the brevity of the person's membership, no letter will be requested. One who is under the church's "watchcare" is not permitted to vote on matters before the church body or hold key positions of leadership. This relationship normally will be terminated after twelve months or upon the written request of the member concerned.

### Section C. Procedure for Admission

1. Any person may offer himself/herself as a candidate for membership in this church at any regular worship service.
2. Prospective member shall interview with a Decision Counselor for decision assessment and basic information
3. Staff member immediately orients prospective member by new member process.
4. At the end of the new member process, prospective members shall meet with staff member to answer any questions they might have, plan for future spiritual growth, and discuss ministry options.
5. Each month prospective members shall be affirmed by the church as new members during a worship service at the discretion of the pastor.

## Section D. Privileges and Responsibilities

1. Every resident member of the church shall be entitled to vote in all elections and on all questions submitted to the church body in a duly called church business conference. Members who wish to vote on matters to be decided in church business conference but who are unable to attend because of physical infirmity, absence from the city, or employment responsibilities, may vote by registering in writing at the church office and there submitting an absentee ballot prior to the church business conference.
2. Every resident member shall be eligible for consideration by the membership as a candidate for all elective offices in the church and its organizations, in accordance with these bylaws.
3. Every member of the church may participate in the observance of the Lord's Supper.
4. Every member shall be encouraged to be faithful in all the responsibilities of the Christian life, to attend regularly all church services, to support financially the church and its causes through tithes and offerings, and to share in its organized work through a commitment of time and talents.

## Section E. Removal or Dismissal from Membership

A member of this church may be dismissed or removed from the roll for one of the following reasons:

1. Upon the death of the person.
2. Upon the granting of a letter when the member unites with another Baptist church.
3. Upon affiliation with a church of another faith or denomination.
4. Upon action of this church for disciplinary reasons.
  - a. A thirty-day notice of such action will be given to the offending party and to the church.
  - b. Approval by two-thirds of the members voting will be required.
5. Upon the written request of a person who does not desire to remain in the fellowship of this church.

## Section F. Discipline

1. Should any unhappy difference arise among members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in Matthew 18.
2. Should any case of gross breach of covenant or of public scandal occur, the pastor and the deacons shall endeavor to remove the offense, and if this effort fails, shall report the case to the church.
3. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance, but when an adverse decision is reached, the church should proceed to admonish the offender or declare him/her to be no longer in the membership of the church.
4. Any person whose membership has been terminated for an offense may be restored by majority vote of the church, upon acceptable evidence of repentance and reformation.

## ARTICLE II. CHURCH MEETINGS

### Section A. Worship Services

1. The church shall meet regularly each Sunday morning, Sunday evening, Wednesday evening, and on such other occasions as the members may determine. The pastor or someone designated by him or by the church shall lead these services for the benefit of the entire church membership and all people who choose to attend.
2. By prior action of the members or Church Council, any regularly scheduled service may be omitted. In the event of severe weather conditions or other emergency, a specific service may be canceled by the pastor, or, if he is absent or unable to act, by the chairman of the deacons.

### Section B. Special Services

Special services and any other church meeting deemed appropriate in the promotion of the objectives of the church shall be planned as a part of the life and ministry of the church.

### Section C. Church Business Conferences

1. Regular church business conferences shall be held quarterly as scheduled by the Church Council.

2. In the event the date of the regular church business conference is impractical, the pastor and the Church Council shall be authorized to change the date, provided that notice of such change is announced at the Sunday worship services at least one week prior to the time of the regularly scheduled conference and the rescheduled conference.
3. The pastor or the chairman of the deacons, or in their absence a majority of the deacons, are authorized to call additional church business conferences to consider matters of special nature or significance. A one-week notice stating the agenda must be given for these called church business conferences unless extreme urgency renders such notice impracticable. Notice must be given in such a way that all resident members have opportunity to know of the meeting. Only items stated in the agenda may be discussed.
4. The moderator shall be the pastor. In the absence of the pastor, the chairman of the deacons shall preside. In the absence of the chairman of the deacons, the vice-chairman shall preside. In the absence of these three, the church clerk shall call the church to order and an acting moderator shall be elected.
5. A quorum consists of those who attend the church business conference.
6. Biblical principles and *Robert's Rules of Order* (latest revised edition) are the authorities for parliamentary rules of procedure for all church business conferences.

## ARTICLE III. CHURCH STAFF

### Section A. General

The church shall call or employ such staff as the church may authorize. The pastor and the Personnel Committee shall be responsible for preparing a job description for each staff member. Any amendments to job descriptions shall be presented to the church for approval by majority vote.

### Section B. Pastor

Christ is the head over His body, the church, and is Chief Shepherd of the flock. We believe that men are called and led by the Holy Spirit to be pastors of local churches. Such pastors are undershepherds and overseers of the local church, who teach and apply God's Word in order to nourish, strengthen, and guide the flock as it follows its Lord.

1. Qualifications

- a. Scriptural qualifications are found in I Timothy 3:1-7 and Titus 1:6-9.
  - b. The pastor shall be a man of prayer, seeking the guidance of the Holy Spirit in all actions and decisions.
  - c. The pastor shall have a shepherd's heart, shown by loving awareness, sensitivity, and compassion for people.
  - d. The pastor shall be doctrinally sound in accordance with the Old and New Testaments.
  - e. The pastor shall be evangelistically warm and mission-minded.
  - f. The pastor shall acknowledge and be in agreement with the Wedgwood Baptist Church Constitution and Bylaws.
2. Responsibilities
- a. Ministry of the Word
    - (1) Preach and teach God's Word as led by the Holy Spirit.
    - (2) Plan and usually lead religious services on stated and special occasions and usually administer the ordinances of the church.
    - (3) Have special charge of the pulpit ministry of the church, arrange for supply preachers as needed, and recommend evangelists and special speakers.
  - b. Shepherding and leadership of the congregation
    - (1) Be a shepherd and leader of the local church as it strives to function as a New Testament church.
    - (2) Work with the deacons and others in visiting and ministering to the physical and spiritual needs of members of the church and others in the community.
    - (3) Be moderator of the church and preside at all church meetings except as otherwise provided in these bylaws.
    - (4) Be available for personal counseling and to officiate at weddings and funerals.
  - c. Equipping the saints (all Christians) for shared ministry

- (1) Lead and encourage members in their spiritual growth and in the implementation of the work of Christ in the world.
  - (2) Strive, under the guidance of the Holy Spirit, to keep the church body pure, holy, and without blame before God and the world.
  - (3) Emphasize the priesthood of the believer and encourage all church members to share in the ministry of the church.
- d. Administration of the church
- (1) Work with the deacons, ministerial staff, and pertinent committees to lead the church in the achievement of its mission to bring glory to God.
  - (2) Be accountable to the congregation and supervise directly, or by delegation, all other staff members.
  - (3) Work with the Personnel Committee, or other church-designated committees, in seeking new staff members and assigning their duties.
  - (4) Be an ex-officio member of all church committees, organizations, and departments, with the right to delegate staff members to represent him at any of their meetings.
  - (5) Call special meetings, when needed, of the deacons or any committee according to procedures set forth in these bylaws.
  - (6) Review the job descriptions of ministerial staff members yearly. Evaluate the staff member's job performance annually with the Personnel Committee and semi-annually himself.

### 3. Pastor Selection Procedure

- a. A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least a one week notice has been given to the resident membership.
- b. A Pastor Search Committee shall be recommended by the Nominating Committee and elected by the church. Such committee shall consist of seven members and two alternates, representative, insofar as possible, of all adult age groups. First and second alternates shall assume active membership on the Pastor Search Committee in the event of the resignation or

inability to serve of one or more regular members. The alternate members shall attend the Search Committee meetings but shall have no voting privileges unless activated as aforementioned. No church staff person or his/her spouse shall serve on this committee as a regular or ex-officio member.

- c. The Pastor Search Committee shall have the responsibility of nominating an interim pastor to be voted on by the church body to serve until a pastor is chosen.
  - d. The Pastor Search Committee will seek to find a suitable pastor, and its recommendation will constitute a nomination.
  - e. Any member of the church has the privilege of making recommendations to the committee.
  - f. The committee shall bring to the consideration of the church only one name at a time.
  - g. Election shall be by secret ballot. An affirmative vote of ninety percent of the members voting shall be necessary to issue a call.
4. Termination

The pastor shall be called for an indefinite period. He shall serve until this relationship is terminated by his resignation or at the church's request.

a. Resignation

The pastor may terminate his relationship with the church by resignation, giving at least two weeks notice before terminating responsibilities.

b. Church-initiated termination

- (1) The church should view termination only as a last resort after every attempt to reconcile differences has been made and ample time given for the pastor to relocate if possible. The deacons shall be responsible to see that the spirit of this bylaw is followed.
- (2) The deacon body must make a recommendation for termination to the church in writing two weeks prior to a vote, with reasons given for the recommendation.

(3) At the time set for termination vote, after due discussion, the vote shall be taken by secret ballot.

(4) A simple majority shall constitute termination with severance immediate. Severance pay shall be as recommended by the deacons and approved by the church.

### Section C. Ministerial Staff (full-time and part-time members)

The ministerial staff is to serve with the pastor in the function of the church. The ministerial staff is not to replace the work of individual church members, but is to facilitate and give guidance to their work.

#### 1. Requirements

- a. When the need for, or restructuring of, a ministerial position is determined, the pastor and Personnel Committee shall recommend such to the church.
- b. A job description for the proposed position shall be written by the pastor and Personnel Committee and presented to the church. Any amendments to job descriptions shall also be presented to the church for approval by majority vote.
- c. The number of ministerial staff shall be determined by the church's needs.

#### 2. Selection Procedure

- a. The calling of a ministerial staff member shall be accomplished in the same manner as prescribed for calling a pastor. A search committee of seven members shall be formed. The composition of the committee shall include at least one member from the Personnel Committee and six nominated by the Nominating Committee. All members shall be approved by the church body.
- b. Upon the recommendation of this search committee, in consultation with the pastor, the church shall vote to extend the call to the prospective staff member.
- c. The vote to call and employ ministerial staff shall be at a regular or specially called church business conference and shall require a three-fourths affirmative vote by members voting.

#### 3. Termination

The ministerial staff member shall serve until the relationship is terminated by his/her resignation or upon being relieved of his/her duties.

- a. The ministerial staff member shall give at least two weeks notice at the time of resignation before terminating responsibilities.
- b. Termination of a ministerial staff member shall occur only when a committee composed of the pastor, Personnel Committee, and the deacon body reach a majority agreement that such a staff member should be relieved of his/her duties.

#### Section D. Support Staff

1. The church, acting through the Personnel Committee and the appropriate staff member, may employ temporary or permanent support staff as deemed necessary to assist the pastor and ministerial staff in the work of the church.
2. Such support staff may include secretarial staff, custodial staff, interns, etc.
3. The Personnel Committee and an appropriate ministerial staff member shall be responsible for preparing a job description for each support staff member.
4. The support staff member shall give at least two weeks notice at the time of resignation before terminating responsibilities.
5. The church, acting through the Personnel Committee and an appropriate ministerial staff member, may terminate support staff members at such a time and in such a manner as is necessary and advisable for the welfare of the church.

#### Section E. Interim Personnel

1. The church, upon recommendation of the Personnel Committee and the pastor, may call and employ interim ministerial staff when the need arises.
2. Interim personnel shall be subject to the same qualifications and accountabilities as permanent staff members.
3. A three-fourths vote by the church is necessary for employment.
4. Interim personnel shall be terminated in accordance with the previous section on support staff.

## ARTICLE IV. DEACONS

### Section A. General

The deacons of the church are those men whom the members elect to serve as co-laborers with the pastor in implementing the church's function of ministry.

### Section B. Responsibilities

In accordance with the practice in the New Testament, deacons are to be faithful servants of the church.

1. With the pastor, and as the Holy Spirit directs, they are to consider and make recommendations to the church in matters pertaining to its work, progress and spiritual life.
2. They shall visit and otherwise contact the membership of the church, faithfully endeavoring to keep the members active in the full program of the church. They shall carry out a system of timely contacts of visitors and new members in the church.
3. They shall promote peace, harmony, and the spirit of goodwill among the members of the church.
4. They shall be diligent in attendance at the services of the church, and at all times seek to cooperate and foster cooperation with the church leadership and the entire church program.
5. They shall have specific responsibility to provide spiritual leadership and helpful information in the church groups in which they participate.
6. They shall assist as needed in the observance of the ordinances and in services of ordination.
7. They shall be responsible to lead in working out church discipline according to Matthew 18:15-20.

### Section C. Qualifications

A deacon of the church must be a man of good character, spiritual maturity, and a true servant of God.

1. He must, insofar as humanly possible, meet the qualifications for church leaders set out in the New Testament passages, including Matthew 23:11-12, Acts 6:3 and 5, I Timothy 3:1-13, and Titus 1:6-9.

2. He must have been ordained to the office of deacon by the authority of this church or another Baptist church of like faith and order.
3. He must have been a member of Wedgwood Baptist Church in good standing, and a consistent supporter of the church and its programs for at least six months prior to election. No church ministerial staff member will be eligible to serve as a deacon.

#### Section D. Election

The nomination and selection process for the deacons is as follows:

1. Deacon nominating forms will be made available to the church body by the first Sunday in September with instructions that said forms are to be returned to the church office by the third Sunday in September. A Deacon Nominating Committee shall meet following the last day of acceptance of nominations in order to review the names of those nominated as deacons from the membership. The Deacon Nominating Committee may submit additional nominations.
2. The Deacon Nominating Committee will investigate the qualifications and availability of those nominated to serve. The list of men found qualified and willing to serve will be published in the church bulletin two consecutive weeks prior to voting at a church business conference no later than December. Each church member may vote by secret ballot on the number of persons equal to additional deacons needed. The nominees receiving the highest number of votes, if at least a majority of the votes cast, shall be elected. The chairman of the Deacon Nominating Committee and one other committee member will count the ballots and announce the results.
3. If additional deacons are needed in the course of the year, the Deacon Nominating Committee shall bring suitable candidates before the church body for consideration by secret ballot in a regular church business conference.

#### Section E. Term of Service

The office of deacon is a lifetime responsibility terminated only by death or removal from office. However, a current deacon body shall be elected by the church, as stated in these bylaws.

1. Deacons shall normally be elected for a six year term on a rotational basis. Each year the term of service of approximately one-sixth of the number of deacons shall expire and an election shall be held to fill the

vacancies. In case of a vacancy during a term of service, the church may elect a deacon to fill the unexpired term.

2. Upon the completion of a full six-year term no deacon shall be eligible for re-election until after the lapse of one year, with the exception that a deacon's term may be extended for a period of time of not more than one year whenever there are no qualified persons available to be elected to his responsibilities.
3. The number of deacons shall be based on the church's requirements as determined by the deacon body in cooperation with the pastor.
4. The term of a deacon shall begin and end with the regular calendar year.

#### Section F. Meetings and Officers

The deacons shall arrange for regular meetings and elect such officers and committees as are necessary for the discharge of their duties. The officers of the deacon body shall be presented by the Deacon Officers Nominating Committee to the church for affirmation. The pastor or the chairman of the deacons may call the deacons into special session whenever the need arises.

#### Section G. Ordination

When new deacons have been elected by the church and require ordination, the pastor and chairman of the deacons, in consultation with the men elected, shall present a suitable date for ordination. A Certificate of Ordination will be presented to each newly ordained deacon.

## ARTICLE V. CHURCH COUNCIL

#### Section A. General

The Church Council serves the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

#### Section B. Responsibilities

1. Review and coordinate program plans recommended by church officers, organizations, and committees.
2. Evaluate program achievements in terms of church objectives and goals.

3. Recommend to the congregation church objectives, goals, and action plans.
4. Recommend to the congregation the persons to be elected as members of the nominating committee.
5. Plan the annual church calendar.
6. Recommend to the church for approval or disapproval all matters agreed upon by the Council calling for action not already authorized.

#### Section C. Membership

Members of the Church Council shall include the pastor as chairman, all ministerial staff members, directors of the Sunday School, Media, Library, and chairperson of the deacons, and other chairpersons deemed necessary by the pastor.

### ARTICLE VI. CHURCH OFFICERS

#### Section A. General

All church officers shall be members of Wedgwood Baptist Church. They shall be nominated by the Nominating Committee and elected by a two-thirds affirmative vote of the church members voting at a church business conference.

Any church officer may be relieved of his/her duties by a two-thirds vote of the church members voting, upon the recommendation of the Nominating Committee. Any church officer may resign by written resignation addressed to the church and delivered to the chairman of the Nominating Committee.

All records generated by church officers are considered church property and shall be kept in the church office or other appropriate place authorized by the church.

#### Section B. Clerk

1. Purpose: To keep an accurate record of all official actions of the church, except as provided for elsewhere in these bylaws.
2. Term of Office: The clerk shall be elected annually by the church to serve from January 1 to December 31.

3. Duties

- a. Record the minutes of all church business conferences and, after editing, submit them to the church office for inclusion in official church records.
- b. Enlist a suitable substitute in the event he/she cannot be present at the church business conference.

4. Notations

- a. The clerk shall be assisted by appropriate employed personnel.
- b. The church records shall be open to inspection by any member of the church.

Section C. Trustees

- 1. Purpose: To serve as legal representatives of Wedgwood Baptist Church.
- 2. Term of Office: The church shall elect three trustees to serve three years each with a rotation system of 1-1-1. Their term of service shall begin on January 1 and end on December 31.
- 3. Duties: The trustees shall buy, sell, mortgage, lease, or transfer church real estate and transfer, sell, license, or convey intellectual property or intellectual property rights as such action is authorized upon a majority vote of church members voting. The signatures of a majority of the trustees shall be sufficient to bind the church.

ARTICLE VII. LICENSE AND ORDINATION OF MINISTERS

Section A. License

When the church is requested to license a member who has felt God's call to the ministry, the procedure shall be as follows:

- 1. A request shall be submitted to the pastor and deacon body and a date set for an interview.
- 2. Following the interview, if the pastor and deacons agree to proceed, a recommendation will be made to the church concerning licensing this person.

3. The church may, by majority vote, authorize the licensing of a person as an acknowledgment of the call to the ministry and as an encouragement to make preparation for the ministry.
4. The church will furnish a Certificate of License as that person's credential.
5. It is understood that the performance of civil duties by the person licensed shall be governed by state law.

#### Section B. Ordination

In the event this church has been requested to ordain a member who has been called as a minister of the Gospel, the ordination procedure shall be as follows:

1. The pastor shall call together a council composed of ordained members of Wedgwood Baptist Church plus invited ordained representatives from neighboring Baptist churches to examine the candidate and report to the church.
2. Upon a positive recommendation by the ordination council, the church will express its approval by a vote of at least three-fourths of the members present at any regular or called business conference of the church.
3. If the vote is favorable, the church shall proceed with the ordination after the elapsed time of at least one week.
4. The church shall provide the newly ordained minister with a Certificate of Ordination signed by members of the ordaining council.

### ARTICLE VIII. PROGRAM ORGANIZATIONS

#### Section A. General

The church shall maintain programs of Bible teaching, discipleship, church music, and mission education and action. Recommended organizations to maintain and promote these programs, defined below, do not restrict implementation of other programs deemed appropriate by the church. All organizations related to the church programs shall be under church control. Officers, teachers and leaders normally shall be recruited and trained by the appropriate program organization and recommended through the Nominating Committee for election by the church. All program activities shall be subject to church coordination and approval. The term of service of all program organization workers normally shall begin September 1 and end

August 31. Age-level promotion of all organizations normally shall occur during the June through August quarter, subject to the discretion of the Church Council.

## Section B. Sunday School

1. Purpose: To serve as the primary organization for a vital Bible teaching ministry and for building small group relationships within the body of Christ.
2. Organization Plan
  - a. Departments and classes for all ages will be provided.
  - b. This ministry will be under the leadership of the ministerial staff and the church-elected Sunday School Director.
  - c. The church greeters shall be an extension of the Sunday School ministry. Their responsibilities shall be as follows:
    - (1) Greet guests of Wedgwood Baptist Church.
    - (2) Assist guests in filling out visitor registration cards.
    - (3) Escort guests to the appropriate classes.
    - (4) Answer any questions which visitors might have concerning Wedgwood Baptist Church.
3. Tasks
  - a. Teach the biblical revelation.
  - b. Lead in reaching all prospects for the church.
  - c. Lead unsaved persons to faith in Jesus Christ and lead believers to commitment through church membership.
  - d. Lead all members to pray, worship, witness, learn, and minister daily.
  - e. Assimilate members into small groups to encourage more significant relationships within the body of Christ.
  - f. Provide and interpret information regarding the work of the church and the denomination.

## Section C. Discipleship

1. Purpose: To serve as the discipling organization at Wedgwood Baptist Church. It shall strive to equip every member for the task of ministry and enhance his/her personal spiritual growth.
2. Organization Plan
  - a. Discipleship classes for all ages of adults will be provided, and may be provided for other age groups.
  - b. Leadership will be provided by staff ministers and class or group leaders.
3. Tasks
  - a. Teach systematic theology, Christian history, Christian ethics, and church polity and organization.
  - b. Give orientation to new Christians and others when they become members of Wedgwood Baptist Church.
  - c. Equip and motivate all church members to pray, worship, witness, learn, and minister daily.
  - d. Discover, recruit, and train potential leaders.
  - e. Provide organization and leadership for special projects of the church.
  - f. Provide and interpret information regarding the work of the church and the denomination.

## Section D. Church Music Program

1. Purpose: To serve as the music education, training, and performance organization of the church.
2. Organization Plan
  - a. An appropriate ministerial staff member shall lead the church music program.
  - b. Such officers and/or organizations shall be included as needed.

3. Tasks
  - a. Teach music and hymnody.
  - b. Provide music and musicians for the congregational services and the organizations of the church.
  - c. Train persons to lead, sing, and play music.
  - d. Lead persons to participate in hymn singing.
  - e. Provide organization and leadership for special projects of the church.

## ARTICLE IX. CHURCH FINANCES

### Section A. General

1. The church Budget and Finance Committee, in consultation with the appropriate staff and leaders of church organizations, shall prepare and submit to the church an inclusive annual budget, indicating by items the amount needed and sought for all local and world-wide causes. Each year's budget shall be estimated in line with zero-based budgeting.
2. Membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. Each new member shall be given an opportunity to make a commitment to the Church's unified budget.

### Section B. Accounting Procedures

1. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Budget and Finance Committee.
2. All funds for any and all purposes shall be accounted for by the Budget and Finance Committee and other appropriate staff.
3. Funds shall be properly entered into the financial records of the church.
4. Each disbursement shall be charged against the appropriate account in the Church's record of accounts.

5. No disbursement may be made without written authorization by an appropriate person designated by the Budget and Finance Committee. All checks must be co-signed by two church-authorized persons.
6. Disbursements or commitments for disbursements which are not included in the approved budget may be made only if authorized by a majority vote of church members voting at a regular or called church business conference.
7. The financial reports shall be audited annually by an auditing committee or public accountant, as recommended by the Budget and Finance Committee and approved by the church.
8. The persons responsible for receipts and disbursements shall be bonded at the expense of the church.
9. All financial reports to the church business conference shall be kept as part of the permanent records of the church.

#### Section C. Fiscal Year

The fiscal year for the church shall run from January 1 through December 31.

## ARTICLE X. CHURCH COMMITTEES

#### Section A. General

The church shall authorize such committees as are necessary to carry out its mission, including those committees identified in these bylaws. All committees meeting during the quarter should submit a written report at the next regular church business conference. The report, as a minimum, shall address action taken on any previously referred business.

All church committee members shall be recommended by the Nominating Committee and elected by the church, with the understanding that internal deacon committees shall be selected and approved by the deacons. When possible, any person recommended for chairperson must have at least one year of tenure on such respective committee.

Committee members shall serve a three-year term, unless otherwise noted, on a rotating basis, with approximately one-third of the members of each committee being elected each year. The Nominating Committee, upon recommendation from a committee, may propose exceptionally that the church approve extending the term of service of a member for one year. A person resigning from committee membership shall notify the chairman of the

affected committee and the chairman of the Nominating Committee as soon as possible. Committees shall continue to function even though resignations may temporarily reduce the number of members. The term of committee members shall begin and end with the regular calendar year.

The pastor shall be an ex-officio member of every church committee. The pastor may designate an appropriate ministerial staff member to assist any committee.

1. Definition: A committee is a group of individuals elected to perform certain tasks that cannot be done as efficiently by the entire church membership or by one of her organizations.
2. Purpose
  - a. To research, evaluate, recommend, and direct the program, personnel, and financial needs of the church within guidelines established for their direction.
  - b. Provide opportunity for detailed study of specific needs of the church membership.
  - c. Provide an opportunity for free discussion that makes possible evaluative decisions and recommendations; stimulate creative thought and share ideas.
  - d. Save the time of the church in business session.
  - e. Assist the pastor and ministerial staff in program development and administration.
3. Guiding Principles
  - a. The qualifications for an effective committee member are spirituality, honesty, integrity, the ability to keep a confidence, capability and willingness to assume the responsibility given to the committee, and membership in Wedgwood Baptist Church.
  - b. A majority of committee members must be present to constitute a quorum. The vote of a majority of members present at any meeting, called by its chairman, vice-chairman, or authorized person, shall be sufficient to decide on any matter within the authority of the committee.
  - c. Ex officio members are not counted in the quorum, but have the right - although not the obligation - to attend committee meetings, participate in debate, and vote. Exceptions to this statement may be noted elsewhere in these bylaws.

- d. The term of office of a committee member shall terminate upon (1) death, (2) resignation, (3) termination of membership in the church, (4) the election of a new committee which does not include him/her as a member, or (5) normal rotation as specified.
- e. No person shall serve on more than two standing committees nor act as chairman of more than one committee.
- f. The committee secretary shall maintain minutes of every committee meeting. These minutes will list members present and action taken on any voting item. These minutes shall be turned over to the pastor or church-designated staff member after committee approval.

#### Section B. Administrative Support Committee

- 1. Purpose: Oversee the ongoing administration of church resources, including all buildings, properties, vehicles and church constitution. Periodically (every January of odd year) review and recommend to the church revisions of the Constitution and Bylaws.
- 2. Duties:
  - a. Provide input for repairs and improvements as are approved by the church and included in the church budget
  - b. Work with the church administrator in reviewing and recommending to the church body appropriate insurance coverage
  - c. Assist other committees, pastor, and staff members in church legal and business matters as needed
  - d. Recommend the acquisition of needed church vehicles and review ongoing transportation needs.
  - e. Assist Administrator in the preparation and implementation of church security programs and systems.
- 3. Membership: This committee shall be composed of seven members.

#### Section C. Baptismal Committee

- 1. Purpose: To facilitate the effective administration of the ordinance of baptism.

2. Duties
  - a. Assure that candidates are properly cared for before and after the administration.
  - b. Assure that the baptistry and dressing room facilities have been properly prepared and that the baptismal garments and towels are available.
3. Membership: This committee shall consist of three deacons and their wives.

#### Section D. Benevolence Committee

1. Purpose: Represent the church in efforts to assist the needy in the community.
2. Duties
  - a. Establish procedures for disbursement of benevolent funds.
  - b. Investigate individuals in need and extend help where it is deemed necessary and within the Church's ability.
3. Membership: This committee shall be composed of three members.
4. Notation: The benevolence offering received at each observance of the Lord's Supper shall be used for the work of this committee.

#### Section E. Budget and Finance Committee

1. Purposes
  - a. To oversee and review annually the staff's preparation of a proposed budget, excluding Love Offering for Jesus, and submit the proposed budget to the church prior to the beginning of the fiscal year.
  - b. To provide for the supervision and control, as defined in the Budget and Procedure procedures, of all monies, funds, and credits of the church ministry budget, excluding Love Offering for Jesus; and to assure that full and adequate records of receipts and disbursements are kept.
2. Duties
  - a. Ensure that the church ministry budget is developed annually.

- b. Present the budget to the church body for approval, and conduct budget subscription campaigns as needed.
  - c. Review receipts and expenditures monthly, evaluate the Church's financial situation, and recommend changes when appropriate.
  - d. Approve the selection of check signers as defined in the Budget and Finance procedures.
  - e. Assure that all funds are properly disbursed and accounted for, as defined in the Budget and Finance procedures.
  - f. Provide for adequate and proper reports to the church at all regular church business conferences and such other times as requested by the pastor, Budget and Finance Committee, or the church.
3. Membership: This committee shall be composed of seven members with at least two being deacons.

#### Section F. Deacon Nominating Committee

1. Purpose: To work with the pastor in examining the willingness, qualifications, and availability of all men nominated by the church body to serve as deacons.
2. Duties
  - a. Receive and review nominations from the church body and committee members.
  - b. Present to the church a list of all qualified candidates, from which the number of needed deacons will be elected by secret ballot.
3. Membership
  - a. The committee shall consist of seven members. Four members, including the chairman, shall be deacons recommended by the chairman of the deacons. Three persons who are not deacons shall be recommended by the Nominating Committee.
  - b. All members of this committee shall be elected by the church.
4. Notation: For this committee, deacon members are included in the quorum.

## Section G. Missions Support Committee

1. Purpose: Assist the pastor and ministerial staff in planning, executing, and reviewing the missions ministry of Wedgwood Baptist Church.
2. Duties
  - a. Lead our church in praying for and participating in evangelism through missions
  - b. Plan and participate in organization, preparation and promotion for the annual mission's month
  - c. Recommend to the congregation the annual Love Offering for Jesus budget
  - d. Approve the allocation of items within church-approved Love Offering for Jesus funds
  - e. Maintain awareness of missionaries and missions organizations supported by LOFJ
3. Membership: This committee shall be composed of seven members.

## Section H. Money Counting Committee

1. Purpose: To be responsible for the counting of all money received by the church.
2. Duties
  - a. Count and deposit all money received by the church.
  - b. Assure that all the money designated on envelopes matches the actual amount of money given.
  - c. Present the money count to the appropriate staff member to post for records.
3. Membership: This committee shall be composed of as many persons as are necessary to provide for the needs of the church.
4. Notation: In no case will one person assume responsibility for counting money alone.

## Section I. New Works Committee

1. Purpose: To assist the pastor and the church in matters related to starting and or supporting New Church Works. This includes but is not limited to such areas as financial support, staff needs, prayer, ministry support, and supplies.
2. Duties:
  - a. Meet monthly with the Pastor who is the Staff Liaison.
  - b. Meet and interview prospective pastors and leaders of new church works.
  - c. Help develop a plan of support, which may include financial support, meeting facilities, ministry support, supplies, etc., for new church works in which Wedgwood Baptist Church becomes a partner.
  - d. Help pastor and/or leadership of new church work develop short term and long term plan.
  - e. Look for prospective locations for new church works.
  - f. Meet as needed with pastor and/or leaders from new church works to follow progress.
3. Membership: This committee shall be composed of seven members serving a three year term.

## Section J. Nominating Committee

1. Purpose
  - a. To be responsible for the nomination and effective functioning of all church committees.
  - b. To give guidance to church committees and officers.
2. Duties
  - a. Recommend and coordinate the staffing of all committee positions that are filled by volunteers.
  - b. Formulate the purposes and duties of new standing committees and ad hoc committees, and recommend them to the Administrative Support Committee.

- c. Review the established committee structure and recommend to the Administrative Support Committee any needed changes.
- d. Recommend persons to complete unexpired terms of committee members.
- e. Survey the church membership and new members as needed regarding interests, abilities, and willingness to serve.

### 3. Membership

- a. The committee shall consist of six elected members who are recommended by the Church Council and approved by a church vote.

## Section K. Personnel Committee

1. Purpose: To assist the pastor and the church in matters related to employed personnel administration. This includes but is not limited to such areas as staff needs, employment, salaries, benefits, and services.
2. Duties
  - a. Recommend to the church, in consultation with the pastor, any need for the restructuring, creation, or deletion of a ministerial staff position.
  - b. Assist special search committees in interviewing and recommending to the church the employment of any ministerial staff member.
  - c. Prepare, in consultation with the pastor, job descriptions and their revisions for each ministerial staff member and present them to the church for approval.
  - d. Work with the pastor in calling and employing interim ministerial staff personnel as the need arises.
  - e. Consult with the pastor and the deacon body in the discharging of any ministerial staff member.
  - f. Recommend to the church, in consultation with an appropriate staff member, the creation of new support staff positions to assist in the work of the church.

- g. Assist the pastor in resolving any differences involving church staff personnel.
  - h. Review with the pastor the job descriptions and job performances of all ministerial, support, and interim staff personnel at least annually.
  - i. Review salaries and benefits of paid employees at least annually and make appropriate recommendations to the Budget and Finance Committee as necessary.
3. Membership: This committee shall be composed of nine members and will serve a four year term of office.

#### Section L. Special Committees

The church shall elect such ad hoc committees as shall be needed for purposes not covered by standing committees.

### ARTICLE XI. CHURCH OPERATIONS MANUAL

#### Section A. Development, Contents, and Maintenance

- 1. The Church Council, in cooperation with the pastor, staff, and appropriate committees and organizational leaders, shall develop a Church Operations Manual in accordance with these bylaws.
- 2. The Church Operations Manual shall include but not be limited to staff job descriptions, church policies, procedures, and organizational charts indicating lines of responsibility in the administration of the church.
- 3. The manual shall be kept in the church office and made available for use there by any member of the church.
- 4. The Church Council or a special committee shall review the manual at least annually.
- 5. The Constitution and Bylaws Review Committee should review proposed changes in the manual to assure that there are no conflicts with the Constitution and Bylaws of the church.

#### Section B. Revision

Addition, revision, or deletion of church policies and procedures will require the following:

1. The recommendation of the church officer or organization to whose areas of assignment the policy relates.
2. Discussion by the Church Council.
3. Approval by the church, if the Church Council deems it necessary.

## ARTICLE XII. AMENDMENTS

1. Proposed amendments to these bylaws may be presented in writing by any member or church-elected committee of Wedgwood Baptist Church to the Constitution and Bylaws Review Committee.
2. Recommendations for approval of proposed amendments shall be presented to the church by the Constitution and Bylaws Review Committee in a generally available printed form.
3. A vote will be taken on any proposed amendment at a business conference at least thirty days after it is presented to the church. An affirmative vote of a simple majority of the members voting shall approve the amendment.

## Revisions to Constitution and Bylaws

Revision Made	Revision Approval	Handbook Revised
<p>Bylaws; Article VI, Church Officers; Section C. Trustees Subsection 3:Duties: The trustees shall buy, sell, mortgage, lease or transfer church real estate and transfer, sell, license, or convey intellectual property or intellectual property rights as such action is authorized upon a majority vote of church members voting. The signatures of a majority of the trustees shall be sufficient to bind the church.</p>	<p>Constitution and Bylaws Review Committee, Church Conference 10/27/10</p>	
<p>That the current New Works Ad Hoc Committee become a permanent standing committee of seven members selected by the nominating committee who will serve three year terms.</p>	<p>Al Meredith, Constitution Review, Church Conference 1/30/13</p>	
<p>The following committees were dissolved: Community Ministry, Frontline, Missionary Residence, Recreation Constitution Review Committee dissolved and responsibilities absorbed into the Administrative Committee</p>	<p>Nominating Committee, Church Conference 1/30/13</p>	
<p>Bylaws: Article X. Church Committees; Section B. Administrative Support; Subsection 1: Purpose: Oversee the ongoing administration of church resources, including all buildings, properties, vehicles and church constitution. Periodically (every January of odd year) review and recommend to the church revisions of the Constitution and Bylaws. Subsection 2: Add e.: Assist administrator in the preparation and implementation of church security programs and systems. Subsection 3: This committee shall be composed of seven members.  Section E. Budget &amp; Finance; Subsection 1a: To oversee and review annually the staff's preparation of a proposed budget, excluding Love Offering for Jesus, and submit the proposed budget to the church prior to the beginning of the fiscal year. Subsection 1b: To provide for the supervision and control as defined in the Budget and Procedure procedures, of all monies, funds, and credits of the church ministry budget, excluding Love Offering for Jesus; and to assure that full and adequate records of receipts and disbursements are kept. Subsection 2a: Ensure that the church ministry budget is developed annually. Subsection 2d: Approve the selection of check signers as defined in the Budget &amp; Finance procedures. Subsection 2e: Assure that all funds are properly disbursed and accounted for, as defined in the Budget &amp; Finance procedures.</p>	<p>Church Conference 8/14/13</p>	

<p>Section M. Personnel:  Subsection 2g: delete  Section O. World Evangelism and Missions  Change name to Mission Support Committee  Section 1: Purpose: Assist the pastor and ministerial staff in planning, executing, and reviewing the missions ministry of WBC.  Subsection 2a: Lead our church in praying for and participating in evangelism through missions  Subsection 2b: Plan and participate in organization, preparation and promotion for the annual mission's month  Subsection 2c: Recommend to the congregation the annual Love Offering for Jesus budget  Subsection 2d: Approve allocation of items within church-approved LOFJ funds  Subsection 2e: Maintain awareness of missionaries and missions organizations supported by LOFJ</p>	<p>Church Conference  8/14/13</p>	
<p>Section J, Nominating  Subsection 1: To be responsible for the nomination and effective functioning of all church committees.  Subsection 2a: Recommend and coordinate the staffing of all committee positions that are filled by volunteers.  Subsection 2b: Formulate the purposes and duties of new standing committees and ad hoc committees, and recommend them to the Administrative Support Committee.  Subsection 2c: Review the established committee structure and recommend to the Administrative Support Committee any needed changes.  Subsection 2d: Recommend persons to complete unexpired terms of committee members.  Subsection 2e: Survey the church membership and new members as needed regarding interest, abilities and willingness to serve.  Subsection 3a: The committee shall consist of six elected members who are recommended by the Church Council and approved by church vote.</p>	<p>Church Conference-  10/23/13</p>	
<p>Constitution - Article IV: Marriage: Add Marriage language as defined in Constitution to read: <i>Marriage is a biblical institution established by God as described by Scripture. We believe biblical marriage can only occur between one man and one woman. This church recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, this church's pastors and staff will not officiate in same-sex unions or same-sex marriages, nor will its property or resources be used for such purposes.</i></p>	<p>Church conference-  1/24/16</p>	<p>1/27/16</p>
<p>Constitution - Article V Relationships-strike "<i>and Baptist World Alliance.</i>"</p>	<p>Church conference -  1/24/16</p>	<p>1/27/16</p>

<p>Bylaws; Article II. Church Meetings; Section A. Worship Services:  2. By prior action of the members or Church Council, any regularly scheduled service may be omitted. In the event of severe weather conditions or other emergency, a specific service may be canceled by the pastor, or, if he is absent or unable to act, <i>by the Church Staff, or</i> chairman of the deacons.</p>	<p>Church conference-  1/24/16</p>	<p>1/27/16</p>
<p>Bylaws; Article I. Membership; Section B. Methods of Admission; 2. Church letter of recommendation: A person presents himself/herself on a promise of a letter of recommendation from a Baptist Church <i>or another church of like faith and order. A church of like faith and order does not refer exclusively to a Southern Baptist Convention Church,</i> but to a church that practices believer's baptism by immersion upon one's profession of faith and holds to similar core doctrines.</p>	<p>Church conference-  1/24/16</p>	<p>1/27/16</p>