

# The Olin T. Binkley Memorial Baptist Church Constitution

PREAMBLE: We, the members, acknowledging that the mission of the church is the extension and well-being of the Kingdom of God in the world; believing that the work of the church is serious and demanding; and desiring orderly and democratic management of its affairs, hereby ordain and establish this constitution of the Olin T. Binkley Memorial Baptist Church.

## ARTICLE I MEMBERSHIP IN THE CHURCH

### Section A. Invitation to Membership

Any person who shares our confession of faith in Jesus Christ as Savior and Lord, and who is committed to the central affirmations of historic Christianity and to our Baptist heritage as expressed in this congregation's Covenant and Affirmation of Faith, is welcome to unite with this membership in any one of the following ways:

1. By profession of faith in Jesus Christ as Savior and Lord and subsequent baptism by immersion.
2. By transfer of current membership from another Baptist church.
3. By acceptance into membership from another Christian church, respecting the mode of baptism by which one has symbolized faith.
4. By reaffirmation of faith where record of previous church membership is unobtainable.
5. By affiliation with this church in a watch-care relationship if transfer of membership is not desired. Such members are ineligible to serve on the Diaconate, vote in church conferences, or represent this church in other assemblies.

### Section B. Acceptance into Membership

The study of church documents<sup>1</sup> and attendance of classes with the Diaconate and Membership Committee should precede participation in this church as a member.

### Section C. Membership definitions

1. Resident member includes all members living currently in the area who have not requested inactive status. Such members may vote.
2. Non-Resident member includes members who have moved away from the community and established their permanent residence elsewhere. Such members may not vote.
3. Inactive member includes any member who has requested inactive status. Such members may not vote.
4. Watch-care member includes any person who formally affiliates but does not wish to

transfer membership to this church. Such members may not vote.

#### Section D. Reaffirmation, of Membership

Members shall be given regular opportunities in meetings to review appropriate church documents and to rededicate themselves to the service and purposes of this church.

### ARTICLE II THE CHURCH STAFF

#### Section A. Composition

The church staff shall consist of the Minister and such personnel as may be added to assure the fulfillment of the work of the church.

#### Section B. Qualifications and Duties

The qualifications and duties of all staff personnel shall be prescribed by the Church Council in consultation with appropriate committees. Job descriptions thus developed shall become Binkley Church documents.

#### Section C. Expansion

The addition of personnel to the church staff shall occur by recommendation of the Minister and approval of the Church Council and the congregation.

#### Section D. Policies and Procedures

- 1) Selection and Tenure of the Minister
  - a) When needed, the congregation shall elect a Minister Search Committee of nine members by the following procedure
    - i) A Minister Search Committee Nominating Committee will be formed consisting of the Chair, Vice Chair and immediate Past Chair of the Diaconate, the Moderator, Moderator-Elect, and immediate past Moderator of the Church Council, who shall be Chair, plus one member appointed by the Chair of the Diaconate.
    - ii) The Nominating Committee shall
      - (1) Solicit nominations for a nine-member Minister Search Committee from the congregation. All resident adult (18 years and above) members are eligible to serve on the Minister Search Committee
      - (2) Ensure the willingness of nominees to serve if elected.

- (3) Recommend nine nominees, the majority of whom will come from those nominated by the congregation. The Nominating Committee will select the remaining number to assure the Minister Search Committee represents the church demographics and possess the skills for the task at hand.
  - (4) Present the slate of nominees at a Church in Conference for the congregation's approval.
  - (5) The Nominating Committee shall seek to appoint an additional non-voting youth representative.
- b) Church Council will establish a Charge to the Minister Search Committee
  - c) The Minister Search Committee will communicate its process and progress to the church in a timely fashion.
  - d) Upon recommendation of the Minister Search Committee and three-fourths vote of the Church in Conference, the Minister shall be called for an indefinite tenure.
2. Selection and Tenure of Associate Ministers
    - a. In the case of associate ministers, the Church Council shall appoint a committee from the membership to recommend a candidate.
    - b. Upon a three-fourths vote of the church in conference, associate ministers shall be called for an indefinite tenure.
    - c. Written notice of at least thirty days shall be given prior to termination of an associate minister's service whether initiated by the associate minister or by the congregation.
3. Selection and Tenure of Other Staff
    - a. In the case of other staff personnel, the Minister and the appropriate church committee shall recommend candidates to the Church Council for appointment or referral to the church in conference for approval.
    - b. Appointment by either procedure shall be for indefinite tenure or a fixed term as desired.
    - c. Short-term interim staff appointments shall be recommended by the Minister to the Human Resources Committee for approval by the Church Council. Interim appointments for a period greater than six months shall be submitted by the Council to the church in conference for approval.
4. Absences and Leaves

The church shall establish a personnel policy on absences and leaves to which the Minister and other staff members are entitled.

## ARTICLE III THE DIACONATE

### Section A. Name

The deacons shall be known collectively as the Diaconate.

### Section B. Composition

The Diaconate shall be composed of church members elected to that office.

1. Except as prohibited in B.2, B.6, B.7, and C.2 below, all resident adult (18 years and above) members are eligible to serve as deacons.
2. Membership of one year in this church shall be prerequisite to service on the Diaconate.
3. The number of deacons shall not exceed one deacon for each twenty resident members.
4. The chair of the Diaconate shall report to the Church Council annually the number of vacancies on the Diaconate which must be filled.
5. If a vacancy on the Diaconate occurs between elections, then the vacancy may be filled by the persons with the vote total closest to that of the last person elected in the most recent election of deacons. If a vacancy cannot be filled in this manner, it shall be filled by a new election to be called by the Church Council upon the request of a majority of the Diaconate.
6. Members of the Church Council whose terms of office are not ending shall not be eligible.
7. Only one member of any family may serve at a time.

### Section C. Term of Office

1. The term of office shall be three years.
2. Upon completing a term of office as deacon, a person shall be ineligible for reelection for a time equal to that served.

### Section D. Officers

The Diaconate shall elect a chair, a chair-elect, and a secretary annually.

### Section E. Duties of the Diaconate

In order to provide ministries enhancing the spiritual welfare of the church and its members, the deacons shall:

1. Join the ministerial staff in providing pastoral care to church members and staff.
2. Advise and assist the ministerial staff and others in the development and interpretation of the life and work of this church.

3. Assist the ministerial staff in serving the Lord's Supper.
4. Coordinate the welcoming of worshipers.
5. Serve as a nominating body for church officers.
6. Select the members of such Diaconate-created committees and boards, as the constitution requires.
7. Set procedures and policies concerning ordination.

#### Section F. Committees and Boards Appointed by the Diaconate

1. The Personnel Relations Committee
  - a. This committee shall consist of six members, two of whom shall be selected annually by the Diaconate for three-year terms; at least one member shall be a deacon.
  - b. This committee shall elect its chair annually and chairs may serve for more than one term.
  - c. This committee shall:
    - 1). Provide support to staff members in the performance of their duties. Support might be as an advocate for resources, training or volunteer assistance.
    - 2). Be a sounding board for the staff member to help define, clarify, and resolve issues which arise within the staff and between the staff and the congregation.
    - 3). Report to the Diaconate at the first meeting of each quarter and meet with the Human Resources Committee semi-annually.
2. The Ordination Committee
  - a. This committee shall consist of a chair and five members, all of whom shall be members of Binkley Baptist Church. It shall be appointed as needed by the chair of the Diaconate.
  - b. The committee shall:
    - 1). Implement the church's Procedures and Policies Concerning Ordination.
    - 2). Impanel the Ordination Council, if appropriate, and serve thereon.
    - 3). Convey in writing to the congregation the action of the Ordination Council.
    - 4). Provide evaluation of the Procedures and Policies Concerning Ordination to the Diaconate, if needed.

## ARTICLE IV THE CHURCH COUNCIL

### Section A. Composition

#### 1. Voting Members

The Church Council shall consist of the moderator as chair, moderator-elect, the recording secretary-historian, the chair of the Diaconate, two members-at-large, and the chairs of the following clusters: Administration and Finance, Building and Grounds, Christian Formation, Membership and Fellowship, Ministry and Mission, Music and Worship.

#### 2. Cluster Composition and Representation

a. Administration and Finance consists of the Finance, Stewardship, Human Resources, Endowment, Long Range Planning and Communications Committees with the Finance Chair serving on Council as cluster chair.

b. Building and Grounds consists of Building Use, Grounds and Building Maintenance Committees with the Building Use Chair serving on Council as cluster chair.

c. Membership and Fellowship consists of the Membership and Fellowship Committees with the Membership Chair serving on Council as cluster chair.

d. Christian Formation consists of its multiple committees and the Seymour Symposium with the Christian Formation Chair serving on Council as cluster chair.

e. Ministry and Mission consists of Outreach, Health and Earth Ministries with the Outreach Chair serving on Council as cluster chair.

f. Music and Worship consists of the Music and Worship Committees with the Music Chair serving on Council as cluster chair.

g. Clusters are represented on Council by the designated cluster chair or a substitute assigned from within their cluster if necessary. While all committee chairs are encouraged to attend Council meetings, there is only one vote per cluster.

h. Committee chairs and cluster chair shall confer regularly to assure appropriate representation at Council meetings.

### Section B. Functions

The functions of the Church Council shall be to coordinate church activities and develop programs pursuant to the church's mission as expressed in its documents. Specifically, the Council shall:

1. Provide administrative oversight.
2. Develop and propose to the church the annual church budget.
3. Provide opportunities for members of the congregation to discuss subjects relating to

the aims and interests of the church.

4. Call church conferences and establish the order of business therefore. Members shall be given notice of church conferences at least seven days in advance.
5. Coordinate involvement with denominations and ecumenical bodies with which the church is affiliated.
6. Arrange for election and installation of officers and deacons.
7. Interpret the flexible sections of this constitution. Such interpretations as are recorded in the official minutes of the church shall be made an Appendix to this constitution.

## Section C. Duties of Members

### 1. Moderator

As the administrative officer of the church, the moderator shall:

- a. Oversee the total church program.
- b. Preside at church conferences and Church Council meetings.
- c. Coordinate activities of established committees.
- d. Appoint special committees as necessary.
- e. Serve for one year

### 2. Moderator-elect

The moderator-elect shall:

- a. Attend all meetings of the Church Council.
- b. Preside at church conferences and Church Council meetings in the moderator's absence.
- c. Share duties of the moderator as negotiated between the moderator and the moderator-elect.
- d. Serve for one year and then serve as moderator in the succeeding year.

### 3. Recording Secretary-Historian

The recording secretary-historian shall:

- a. Serve as secretary to the Church Council and church conferences and maintain pertinent records.
- b. Coordinate the preservation of historically significant church materials.
- c. Serve for one year and be eligible for reelection.

### 4. Chairs of the Diaconate, standing committees, and boards each shall fulfill individual responsibilities as listed in ARTICLE III or V and shall:

- a. Hold office for two years, except for the chair of the Diaconate whose term is limited to one year. Chairs of standing committees and boards may serve two consecutive terms.
- b. Preside at committee and board meetings or designate a member to serve.

- c. Coordinate and direct committee and board activities.
  - d. Recommend to the Church Council appointees for committee or board membership.
  - e. Make reports to the Church Council as needed.
  - f. Determine and submit budget requests to the Finance Committee.
5. Members-at-Large shall:
- a. Serve as full members of the elected Church Council for a one-year term.
  - b. Perform such other duties as may from time to time be assigned to them.

#### Section D. Quorum

A simple majority of Council members shall constitute a quorum.

### ARTICLE V STANDING COMMITTEES

#### Section A. Christian Formation Committee

1. Members shall serve two years except for the two at-large members who shall serve terms of one year.
2. Christian Formation Committee Duties.  
The function of the board shall be to foster understanding of the Christian faith. In cooperation with the Minister of Christian Formation, the committee members shall:
  - a. Plan for the future Christian formation requirements of the church.
  - b. Direct the current formation program.
  - c. Select literature for the Christian formation ministry of the church.
  - d. Select and train advisors and instructors.
  - e. Coordinate plans for church retreats, and encourage participation in other religious assemblies.
3. Duties of Individual Formation Team Leaders
  - a. The chair of the Christian Formation Committee shall fulfill responsibilities listed in ARTICLE IV.
  - b. The Christian Formation Committee shall coordinate the Christian formation program of the church. In cooperation with the associate minister responsible for Christian formation, they shall:
    - 1). Organize and direct the church school.
    - 2). Consult church school teachers concerning instructional literature and make recommendations for curriculum.
    - 3). Organize and direct leadership development and training programs.
  - c. The Adult Formation Team Leader shall:
    - 1). Recruit members of the Adult Formation Team and carry out plans of the



- Christian Formation Committee.
- 2). In cooperation with the Adult Formation Team and a church staff member, recruit teachers, plan curriculum, and provide resource persons for adult classes and enrichment programs.
  - 3). Make monthly reports to the Christian Formation Committee.
- d. The Youth Formation Team Leader shall:
- 1). Recruit youth teachers, advisors, and members-at-large to serve on the Youth Formation Team.
  - 2). In cooperation with the associate minister to youth, recruit church school staff, advisors for youth fellowship, and plan a youth program that will facilitate the spiritual, intellectual, and social growth of the youth.
  - 3). Make monthly reports to the Christian Formation Committee.
- e. The Children's Formation Team Leader shall:
- 1). Recruit members of the Children's Formation Team and work to carry out the plans of the Christian Formation Committee.
  - 2). Recruit church school teachers for the children's classes and a nursery coordinator to give leadership in providing nursery care during worship and special church programs.
  - 3). Assist a church staff member in recruiting a director for the Vacation Church School and work with the director in setting goals and objectives.
  - 4). Help to develop a philosophy for all other children's programs and recruit and equip leaders to carry out these programs.
  - 5). Develop worship and service opportunities for children.
  - 6). Make monthly reports to the Christian Formation Committee.
- f. The Pre-school chair shall:
- 1). Recruit members of the committee.
  - 2). Recruit teachers for the pre-school.
  - 3). Give leadership to the committee in providing nursery care for special church programs.
  - 4). Make monthly reports to the Christian Formation Committee.

## Section B. The Outreach Committee

1. Members.  
The committee shall consist of a chair and at least two other members.
2. Duties.
  - a. The Chair shall serve on the Church Council as voting representative of the Ministry and Mission cluster.
  - b. This committee shall promote involvement in the Christian world mission and encourage participation in ecumenical endeavors and projects of social service. Committee members shall:

- 1). Cooperate with missions and ministry-oriented organizations in activities consonant with the church's aims.
- 2). In consultation with church staff, schedule and promote special outreach offerings taken during the year.
- 3). Serve as the liaison between the Binkley Pre-School and the church.

## Section C. The Finance Committee

### 1. Composition

The Finance Committee shall consist of:

- a. The Chair, elected by the congregation for a two-year, non-renewable term
- b. The Budget Director, elected by the congregation for a two-year, non-renewable term
- c. The Treasurer, elected by the congregation for a two-year, non-renewable term
- d. The Financial Secretary, elected by the congregation for a one-year, renewable term
- e. The Audit Manager, selected by the Chair for a one-year, renewable term
- f. One or more At-Large members, selected by the Chair for a one-year, renewable term

### 2. Rotation of Positions

- a. The Chair, Budget Director and Treasurer shall be elected in the same year, unless there is a vacancy created before a full two-year term has been completed.
- b. Upon completion of the Chair's two-year term, the Budget Director shall be nominated to become the new Chair.
- c. Upon completion of the Budget Director's two-year term, the Treasurer shall be nominated to become the new Budget Director.

### 3. General Duties of the Committee

In order to administer the financial affairs of the Church, the Committee shall:

- a. Recommend a unified budget suitable to the aims and interests of the congregation
- b. Use an approved system of general accounting with appropriate auditing
- c. Determine the appropriate depositing of the Church's liquid assets
- d. Supervise the counting and depositing of all church income
- e. Assess periodically the Church's financial condition and make recommendations to the Church Council
- f. Develop and implement guidelines for acceptance and use of memorials and other specific gifts, with the approval of the Church Council

### 4. Duties of Specific Committee Members

a. The Chair shall:

- i) Serve on the Church Council, representing the Finance and Administration cluster, and fulfill the Church Council responsibilities in ARTICLE IV
- ii) Lead the Finance Committee in the management of Church funds and in anticipation of the fiscal needs of the Church with regard to its growth and

development

- iii) Sign checks in the absence of the Budget Director
  - iv) Ensure that records of expenditures and income are maintained and report to the Church Council monthly on the status of the budget
  - v) Send a proposed Asking Budget to the Church Council each October and a proposed Annual Budget to the Church Council each January
  - vi) Appoint the Audit Manager and the At-large member(s) of the Committee each year
- b. The Budget Director shall:
- i) Consult with chairs of Standing Committees and with staff members on the spending patterns under the approved budget
  - ii) Consult with chairs of Standing Committees and with staff members on proposed spending for the following year's asking and final budgets
  - iii) Ensure, with the assistance of the Bookkeeper, the maintenance of financial records
  - iv) Report monthly to the Chair on the spending side of the budget.
  - v) Disburse funds as budgeted or otherwise authorized
  - vi) Provide spending information and records to the Audit Manager
- c. The Treasurer shall:
- i) Supervise the counting and depositing of all Church income
  - ii) Report monthly to the Chair on the income side of the budget
  - iii) Oversee the accuracy of monthly bank and other financial statements
  - iv) Assure, with the Bookkeeper, the maintenance of accurate, current records of employee time sheets, accrued vacations and other employee leaves
- d. The Financial Secretary shall:
- i) Maintain confidential pledge records
  - ii) Prepare and distribute at least semi-annually reports to church members and other pledgers on the status of their pledges
  - iii) Sign checks in the absence of the Budget Director
- e. The Audit Manager shall:
- i) Periodically oversee the accuracy of all spending records
  - ii) Periodically oversee the accuracy of all income records
  - iii) Periodically oversee the accuracy of all fund records

## Section D. The Stewardship Committee

### 1. Members

The committee shall consist of a chair and at least three other members, one of whom is the chair of the Finance Committee.

### 2. Duties.

The committee shall be responsible for the following:

- a. Plan, organize and implement an annual, year-round stewardship program

consisting of regular communication with the congregation regarding the status of pledges during the current pledge year.

- b. Coordinate an annual pledge campaign for the upcoming year to begin by September 1.
- c. Communicate with every new member who joins following the fall pledging campaign regarding the opportunity and responsibility of members to financially support the work of the church.
- d. Accomplish its tasks while maintaining close communication with the financial secretary and coordinate regular reports to the Council and individual members regarding their pledges.

#### Section E. Membership Committee

1. Members.

The Membership Committee shall consist of a chair and at least two other members.

2. Duties.

- a. The Chair shall serve on the Church Council as voting representative of the Membership and Fellowship cluster.

- b. In order to encourage participation in this church by anyone who wishes to share in its fellowship and discipline, the committee shall:

- 1). Lead the church in the visitation of prospective members.
- 2). Assist, as appropriate, in providing instruction in the history and basic tenets of this church.
- 3). Assist the ministerial staff in securing pertinent information from persons presenting themselves for church membership.
- 4). Encourage and facilitate the registration of visitors and maintain a list of prospective members.
- 5). Obtain and issue letters of membership as requested by churches and individuals. Letters of transfer shall indicate the manner of uniting with this church as enumerated in ARTICLE I, Sec. A.
- 6). Maintain a complete membership roll.
- 7). Assist in the assimilation of new members into the life of the congregation.

#### Section F. Music and Worship Cluster

1. Members.

The Music and Worship Cluster shall consist of the chair of the Music Committee, and the Worship Coordinator. The Chair of Music shall serve as the Cluster Chair and represent the Cluster on the Church Council.

2. Specific duties

- a. The Music Committee shall:

- 1). Consist of three choir members and three non-choir members, each serving a

two-year term.

- 2). Oversee the music program of the church.
- b. The Worship Coordinator shall oversee the following:
  - 1). Ushers who shall:
    - a) Consist of a coordinator and three groups of six ushers.
    - b) Work on a monthly rotation for four months during the Sunday worship service.
  - 2) The Flower and Plants Coordinator who shall care for all plants and flowers inside the church.:
  - 3) The Sanctuary and Baptistry Care team shall:
    - a) Consist of up to three members.
    - b) Keep the sanctuary tidy.
    - c) Monitor the placement and care of church hymnals.
    - d) Attend to physical needs of the Baptistry
  - 4) The Communion Committee shall:
    - a) Consist of at least two members.
    - b) Make preparations for Communion.
  - 5) The Fine Arts Committee shall:
    - a) Consist of members interested in arts in the church.
    - b) Ensure that the arts are utilized into the life of the church
    - c) Catalogue all art objects for historical purposes.
  - 6) Additional Worship-related support including Sound, Hearing Assistance, Banners and other duties as required.

## Section G. The Long Range Planning Committee

### 1. Members.

The committee shall consist of a chair and at least two other members.

### 2. Duties.

In order to study and anticipate the potential physical needs and programs of ministry vital to a growing church in the service of its changing community, the committee shall:

- a. Study, plan, and make recommendations regarding the future physical needs of the church.
- b. Study, plan, and make recommendations pertaining to achieving a financial stability and security for the church.
- c. Study and plan for the highest and best utilization of all the resources of the church.
- d. Recommend new initiatives in the church's mission and ministry.
- e. Study, plan and make recommendations with regard to other subjects affecting the future life of the church.

## Section H. The Fellowship Committee

### 1. Members.

The committee shall consist of a chair and at least four other members who head the four subcommittees.

### 2. General duties.

In order to provide creative social activities designed to foster inter-personal relations, the committee shall plan fellowship activities and other social events.

### 3. Specific duties.

- a. The Kitchen Subcommittee shall oversee the ordering of all supplies necessary for the use of the kitchen by all groups within the church.
- b. The Sunday Morning Coffee Subcommittee shall make provision for coffee and alternative refreshment as desired at church school or worship on Sundays.
- c. The Social chair shall oversee all events related to monthly fellowship or special events.
- d. The Memorial Reception Committee shall coordinate set-up, oversight and clean-up of memorial receptions

## Section I. The Building Maintenance Committee

### 1. Members.

The committee shall consist of a chair and a least two other members.

### 2. Duties.

In order to provide physical facilities to accomplish the church's purpose, the committee shall:

- a. Arrange for the maintenance and repair of the church building, equipment, and furnishings.
- b. Inform the Long Range Planning Committee of anticipated future physical needs of the church.

## Section J. The Building Use Committee

### 1. Members.

The committee shall consist of a chair and at least two other members.

### 2. Duties.

- a. The Chair shall serve on the Church Council as voting representative of the Building and Grounds cluster.
- b. This committee shall:
  - 1). Recommend a building use policy for adoption by the Church Council.
  - 2). Establish building use procedures for implementation by the church staff.
  - 3). Maintain property inventories.

- 4). Recommend types and levels of custodial services appropriate to the church facilities' use.
- 5). Recommend a contribution structure for building use.

#### Section K. The Grounds Committee

1. Members.

The committee shall consist of a chair and at least two other members.

2. Duties.

This committee shall plan and supervise the development, beautification and maintenance of the church grounds.

#### Section L. The Earth Ministry Committee

1. Members.

The Committee shall consist of a chair and at least two other members.

2. Duties.

- a. Promote earth care and sustainability through educational, spiritual, stewardship, worship and outreach leadership in cooperation with ministers and other church leaders.
- b. Plan, coordinate and provide information to church members about earth care events and action opportunities.

#### Section M. The Health Ministries Committee

1. Members

The committee shall consist of a chair and at least three other members.

2. Duties

- a. This committee shall promote spiritual, physical, and mental health, encouraging an holistic approach to health of body, mind, and spirit through spiritual, educational, and support opportunities within the congregation and by leading the congregation in issues related to holistic health in the wider community.
- b. It shall also arrange congregational cooperation with local and national health ministries organizations.

## ARTICLE VI OTHER COMMITTEES

### Section A. The Seymour Symposium Committee

#### 1. Members

This committee shall consist of a chair and four other members, all of whom are appointed by the moderator in consultation with the ministers and the chair of the Diaconate.

#### 2. Duties

This committee shall:

- a. Plan, organize and implement the Seymour Symposium to be held when authorized by the Church Council and when sufficient funds are available. Symposia shall be planned and administered in a manner which protects and maintains the Seymour Symposium Fund principal.
- b. Schedule the event in consultation with the Minister and within the framework of the overall church program.
- c. Design the program for each symposium, including the selection of the subjects or issues to be considered.
- d. Handle all administrative requirements attendant to implementing the symposium program.

### Section B. Human Resources Committee

#### 1. Members

- a. This committee shall consist of six members, two of whom shall be appointed annually by the Moderator for three-year terms.
- b. The committee shall elect its chair annually and chairs may serve for more than one term.

#### 2. Duties

- a. This committee shall:
  - 1). Review existing personnel policies and identify gaps. Recommend updates or new policies needed to the Church Council.
  - 2). Stay abreast of local and national trends in salaries and benefits for church personnel and make recommendations to Church Council.
  - 3). Review and/or create job descriptions, establish job/position classifications and appropriate pay grades. Recommend new job descriptions and proposed changes in existing job descriptions, classifications and pay grades to the Church Council for approval.
- b. The committee shall:
  - 1). Consult with the Minister annually regarding staff goals, objectives and performance expectation for the year. If significant responsibilities are added or deleted, review and revise the job description as needed.



- Performance evaluations will be based on a 12-month-period.
- 2). Consult with the Minister semi-annually regarding the performance to date of staff who report to the Minister as well as staff who report to other Ministers.
  - 3). Consult with the Minister semi-annually to affirm that there has been conversation and feedback on the Minister's performance by the supervisors.
  - 4). Based on performance evaluations, make recommendations annually to the Church Council about the staff salary and benefit levels to be included in the proposed church budget. Recommendations to Council should be submitted so they can be discussed at the September Council meeting.
  - 5). Report to the Church Council as needed.

## ARTICLE VII TRUSTEES

### Section A. Selection and Duty

At least three members shall be elected by a two-thirds vote of the church in conference to serve as trustees for the purpose of holding title to church properties in a fiduciary capacity.

### Section B. Term of Office

Trustees shall hold office until resignation or removal by a vote of the church in conference.

### Section C. Eligibility for Other Offices

Trustees shall be eligible to hold other church offices.

## ARTICLE VIII NOMINATIONS AND ELECTIONS

The church in conference shall elect deacons and fill other elective offices in the following manner.

### Section A. Election of Deacons

1. Church members shall elect deacons by written ballot from a list of members who are eligible to hold office and who have not removed their name from that list. People who receive the greatest number of votes and consent to serve will be elected. Only one member of each household can be elected.
2. Election shall take place annually in April.
3. Nominees receiving the greatest number of votes shall be elected to full Diaconate terms. Nominees receiving the next greatest number of votes shall be elected to serve

- the balance of any partial term.
4. Deacons-elect shall assume office at the first meeting of the Diaconate following elections.

#### Section B. Nomination of the Church Council and Other Church Officers

1. The Diaconate shall present to the church in conference nominees for members of the Church Council and other church officers to be elected.
2. The congregation may nominate other candidates for these offices.
3. Consent of each prospective nominee shall be a prerequisite to nomination.
4. The slate of nominees presented by the Diaconate shall be distributed to members of the church at least one week prior to the election.

#### Section C. Election of the Church Council and other Church Officers

1. General elections shall take place annually in March. Special elections to fill vacancies shall take place as needed.
2. Election to office shall be by majority vote.
3. Council members-elect shall assume office at the first meeting of the Church Council following elections.

### ARTICLE IX LEADERSHIP TEAM

#### Section A. Composition

The Leadership Team shall consist of the Moderator, the Moderator-elect, the Chair of the Diaconate, the Chair-elect of the Diaconate, the Minister and the Associate Minister.

#### Section B. Roles

(1) The Leadership Team shall meet monthly to establish the agenda for the next meeting of the Church Council. This meeting shall be convened by the Moderator.

(2) The Leadership Team, along with at least two members appointed by the Chair of the Diaconate, shall act as a nominating committee for Church Council members and church officers. This group shall meet early in the calendar year, drawing up a list of potential nominees to be sent to the Chair of the Diaconate, in anticipation of the Council and Officers elections to be held in March of each year.

(3) The Leadership Team shall confer, as needed, on issues of church policy, practice, procedures, finances, and other concerns.

### ARTICLE X THE ENDOWMENT FUND

#### Section A. Purpose

1. The Endowment Fund provides an opportunity for persons to make gifts to a

permanent fund that will be invested with the primary intent of long term capital preservation.

2. The income generated by the Endowment Fund will be used in accordance with guidelines approved by the Church Council and the Church in Conference

#### Section B. Management of the Endowment Fund

1. The Endowment Fund shall be managed by a five-member committee, which shall oversee the promotion of the Fund, and the investment of Fund assets; and shall recommend projects and uses of the income from the Fund to the Church Council.
2. The committee shall report to the Church Council quarterly on the status of Fund assets, income, disbursements and costs of Fund administration.
3. The principal of the Endowment Fund is the total original value of all contributions to the fund plus reinvestments and shall not be expended unless approved by a two-thirds majority of the Church Council and by a two-thirds majority of those present at a called Church in Conference.

#### Section C. Composition and Election of Members of the Endowment Committee

1. The Committee shall have five members. Three members of the committee shall be elected annually by the Church Council. The committee shall include two additional members: the Church Treasurer and one member of the Finance Committee as appointed by the Finance Committee Chair.
2. Members of the committee shall be elected by the Church Council in April of each year.
3. Members of the committee elected by the Church Council shall serve three-year, staggered terms, which shall begin in May. Committee members may serve two consecutive three-year terms

### ARTICLE XI THE GOVERNING AUTHORITY

#### Section A. Definition

The final authority in all affairs of church government shall rest with the church in conference. This body shall possess the inherent power to project plans, elect officers, delegate authority, alter its constitution, and make all other decisions necessary or proper to the fulfillment of its stated aims and purposes.

#### Section B. Call and Conduct of Church Conferences

1. The Church Council shall call church conferences at least once each quarter. Additionally, church conferences shall be called by the Church Council upon the written request of five per cent of the resident membership.
2. Members of the church shall be informed in writing at least one week prior to a church conference of the general subjects that will be discussed and the types of

motions that will be presented for approval. The moderator may rule that proposed motions not falling within these advanced notice guidelines are out of order. If appealed, the moderator's ruling is subject to ratification by the Church Council.

3. In the absence of the moderator and moderator-elect, the Church Council shall designate one of its members to preside.
4. The most recent edition of Robert's Rules of Order shall govern procedural controversies arising in church conferences.
5. A quorum for church conferences shall consist of twenty percent of the resident membership. Absence of a quorum shall not constitute grounds for invalidation of church business or motions approved by a church conference, except in instances:
  - a. When the Church Council determines by a two-thirds majority prior to a conference that a proposed action must be approved by a constitutional quorum and informs the membership of its determination prior to the conference; or
  - b. when objection to the action taken in the absence of a quorum is made in writing to the Church Council by at least five percent of the resident membership within thirty days after the motion(s) passed by the church in conference has been publicized to the membership.
6. Motions at a church conference shall be approved by a majority of members present and voting. However, the Church Council may provide for absentee voting, and the methods and time period therefore, on designated items. If the Church Council does not so provide, absentee voting shall be allowed upon a vote of twenty-five percent of the church in conference. Proxy votes shall not be allowed.

## ARTICLE XII AMENDMENTS

- A. Proposed amendments to this constitution shall be presented in writing to the Church Council.
- B. Copies of proposed amendments shall be distributed to church members at least one week prior to consideration by the church in conference.
- C. Amendments shall be adopted upon a three-fourths majority vote of the members present and voting.

<sup>1</sup>The church documents include: The Resolution of Purpose, The Affirmation of Faith of Binkley Church dated September 21, 1959, The Church Covenant, Pastor Profile and other documents added by vote of the church

Revisions:

May 1985  
October 1991  
June 1992  
November 1992  
February 1996  
May 2000  
February 2004  
May 2005

February 2006  
June 2008  
May 2009  
May 2010  
May 2012  
February 2013  
October 2014  
August 2015  
October 2015  
February 2016  
April 2016  
November 2016

## **Intellectual property policy for the ministers of Olin T. Binkley Baptist Church**

### **Terms:**

Ministers: All ministers and associate ministers employed by the church at any time

Works: Sermons, lessons, compositions, and other creative works for use by the church

Church: Olin T. Binkley Baptist Church

### **Policy:**

Generally, it is fairly simple to determine who owns a copyright under the law. Copyright typically vests in the author or authors of a protectable work. When a work is created by an author within the scope of his or her employment, however, copyright normally vests in the employer because, under the law, the employer is the author, and the work is called “work for hire.”

Olin T. Binkley Baptist Church allocates the copyright of a work of original authorship created by a minister of the church, whether working alone or in collaboration with others, to the author or authors without implicating the work-made-for-hire rules which might otherwise pertain, unless otherwise provided in writing. As consideration the church requires that ministers benefiting from this allocation grant the church a nonexclusive right to use in perpetuity the works created in the course of their employment at the church for noncommercial purposes identified by the church, in its sole discretion.

Approved by Church in Conference April 10, 2016