

***The First Baptist Church of Cherokee  
Constitution & By Laws***

**TABLE OF CONTENTS**

<b>CONSTITUTION</b>	<b>3</b>
ARTICLE I: NAME	3
ARTICLE II: PURPOSE	3
ARTICLE III: CHURCH COVENANT	3
ARTICLE IV: ARTICLES OF FAITH	3
ARTICLE V: INCORPORATION	3
ARTICLE VI: AFFILIATIONS	4
ARTICLE VII: MEMBERSHIP	4
ARTICLE VIII: ORDINANCES	5
Section 1: Baptism	5
Section 2: Lord's Supper	5
<b>BYLAWS</b>	<b>6</b>
ARTICLE I: OFFICERS	6
Section 1: Pastor	6
Section 2: Ministerial Staff	6
<i>(Amended August 12, 2011)</i>	
Section 3: Trustees	6
Section 4: Deacons	7
Section 5: Clerk & Assistant Clerk	8
Section 6: Treasurer & Assistant Treasurer	8
<i>(Amended August 12, 2011)</i>	
ARTICLE II: SPECIAL COMMITTEES	9
Section 1: Pastor Search	9
Section 2: Minister of Music Search	10
Section 3: Youth Director Search	10
Section 4: Associate Pastor Search	10
<i>(Amended August 12, 2011)</i>	
ARTICLE III: STANDING COMMITTEES	11
Section 1: Nominating	11
<i>(Amended September14, 2011)</i>	
Section 2: Baptismal	11
Section 3: Lord's Supper	11
Section 4: Budget & Finance	11
Section 5: Personnel	12
Section 6: Missions	12
Section 7: Hostess	12
Section 8: Building & Grounds	12
Section 9: Pastorium.	12
Section 10: Van	12
Section 11: Flower	12
<i>(Amended September14, 2011)</i>	
Section12: Recreation	12
<i>(Amended September 10, 2008)</i>	
Section 13: Children's	13
Section 14: Church Council	13
Section 15: Benevolence	13

*First Baptist Church of Cherokee Constitution & By-Laws October 25, 1998*

<i>(Amended September 14, 2011)</i>		
<b>Section 16: Food Ministry</b>	13	
<i>(Amended September 14, 2011)</i>		
<b>Section 17: Youth Council</b>	13	
<i>(Amended October 12, 2011)</i>		
<b>ARTICLE IV: MEETINGS</b>		14
<b>Section 1: Business Meetings</b>	14	
<b>Section 2: Special Called Business Meetings</b>	14	
<b>POLICIES AND PROCEDURES</b>		<b>15</b>
<b>ARTICLE I: PERSONNEL POLICIES</b>		15
<i>(Amended September 14, 2011)</i>		
<b>ARTICLE II: JOB DESCRIPTIONS</b>		16
<b>Section 1: Pastor</b>	16	
<b>Section 2: Minister of Music</b>	17	
<b>Section 3: Part-Time Minister of Music</b>	18	
<b>Section 4: Youth Director</b>	19	
<i>(Amended October 12, 2011)</i>		
<b>Section 5: Part-Time Youth Director</b>	20	
<i>(Amended October 12, 2011)</i>		
<b>Section 6: Secretary</b>	21	
<b>Section 7: Part-Time Associate Pastor</b>	23	
<i>(Amended September 14, 2011)</i>		
<b>Section 8: Pastoral, Staff, Teacher Counseling and Conduct</b>	24	
<i>(Amended May 11, 2016)</i>		
<b>ARTICLE III: WEDDING POLICY</b>		<b>25</b>
<i>(Amended September 22, 2010)</i>		
<b>Section 1: Wedding Guidelines</b>	25	
<b>Section 2: Church Member /Immediate Family Wedding Contract</b>	26	
<b>Section 3: Non-Church Member Wedding Contract</b>	27	
<b>Section 4: Clean-up Checklist</b>	28	
<i>(Amended August 19, 2009)</i>		
<b>ARTICLE IV: Sunday School Teacher Qualifications and Policies</b>		<b>30</b>
<b>AMENDMENTS TO CONSTITUTION &amp; BYLAWS</b>		<b>32</b>

## **CONSTITUTION**

### **ARTICLE I: NAME**

This body shall be known as the First Baptist Church of Cherokee located in Cherokee, Alabama.

### **ARTICLE II: PURPOSE**

The First Baptist Church of Cherokee believing in the Bible as the inspired, inerrant Word of God and as the sole authority for faith and practice, while acknowledging, adherence to all the teachings of Jesus Christ, declares its purpose as follows:

*To worship and glorify our Lord by evangelizing and disciplining people into the fellowship of the Body of Christ and equipping them for ministry in Cherokee and around the world.*

### **ARTICLE III: CHURCH COVENANT**

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

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrine; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our department; to avoid all tattling, backbiting and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage, to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

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

**ARTICLE IV: ARTICLES OF FAITH**

The First Baptist Church of Cherokee accepts the “Baptist Faith and Message” as adopted by the Southern Baptist Convention in June 1998.

**ARTICLE V: INCORPORATION**

The First Baptist Church , Cherokee, Alabama is an incorporated entity as recorded by the Certificate of Incorporation in the State of Alabama, Colbert County, dated September 14, 1956.

**ARTICLE VI: AFFILIATIONS**

The First Baptist Church of Cherokee is affiliated with the following:

- The Southern Baptist Convention
- The Alabama Baptist State Convention
- The Colbert Lauderdale Baptist Association

**ARTICLE VII: MEMBERSHIP**

This is a sovereign and democratic Southern Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right to self-government in all phases of the spiritual and temporal life of this church. The membership reserves the right to determine who shall be members of this church and the conditions of such membership.

Any person may offer himself or herself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- By profession of faith and for baptism according to the policies of this church.
- By promise of a letter of recommendation from another Baptist church of like belief.
- By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.
- By immersion for those coming from non-Baptist churches.

Candidates for membership requiring baptism as stated above shall ne baptized at the earliest available opportunity.

**ARTICLE VIII: ORDINANCES**

**SECTION 1: Baptism**

We believe that Christian baptism is the immersion of a believer in water in the name of the Father, Son, and Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his or her faith in the final resurrection of the dead. Being a Church ordinance, it is a prerequisite to the privileges of church membership and to the partaking of the Lord's Supper.

**SECTION 2: Lord's Supper**

We believe that the Lord's Supper is a symbolic act of obedience whereby scripturally baptized members of the Body of Christ, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

## **BYLAWS**

### **ARTICLE I: OFFICERS**

#### **SECTION 1: Pastor**

The pastor shall meet the qualifications of a pastor as described in I Timothy 3:17. He shall be responsible for leading the church to function as a New Testament church. The pastor shall lead the congregation, the organizations, and the church staff to perform the objectives of the church. He shall be an ex-officio member of all committees and boards.

The pastor is leader of spiritual ministries in the church. As such he works with the church body to:

- Lead the church in the achievement of its objectives.
- Proclaim the Gospel to believers and unbelievers.
- Care for the church's members and other persons in the community by maintaining reasonable office, visitation, and pastoral hours.

#### **SECTION 2: Ministerial Staff**

The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Ministerial staff includes such personnel as the pastor, associate pastor, minister of music, and youth director.

#### **SECTION 3: Trustees**

The church shall elect five trustees to serve as legal officers for the church. They shall hold in trust the church property. On behalf of the church body, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they

shall sign legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents related to church-approved matters.

#### **SECTION 4: Deacons**

##### **Ministry:**

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministry tasks of leading the church in the achievement of its' objectives, proclaiming the Gospel to believers and unbelievers, and caring for church members and other persons in the community. The office of deacon is an office for service to Christ through the church. Any other concept does injustice to the New Testament record (Acts 6 and I Timothy 3).

##### **Qualifications:**

In order to qualify for the office of deacon, a male member must meet the qualifications as established in I Timothy 3:8-13.

##### **Nomination / Election Procedures:**

The nomination and election of deacons at the First Baptist Church of Cherokee is accomplished according to the following process:

- A determination is made by the active functioning deacon body that additional positions are required to fulfill ministerial needs for the church.
- Prospective deacon candidates are selected by the active deacon body and contacted for willingness to serve in said position.
- Prospective candidates are then presented to the church during the monthly business meeting for an approval vote to allow candidates to be set aside for a period of one year's service as a deacon candidate.
- Upon successful completion of the one year service period, candidates are subsequently ordained as deacons.

##### **Officers:**

The deacons shall elect officers which shall consist of a chairman, vice-chairman, and secretary. These positions shall be elected annually resulting in one year terms.

##### **Meetings:**

The deacons shall meet regularly on a monthly basis. Additional meetings may be conducted as necessary.

##### **Status:**

The status of deacons shall be identified as active or inactive. An active deacon shall be defined as a deacon administering the duties of said position through active participation within the functioning body of deacons. Conversely, an inactive deacon shall be defined as a deacon who does not function as a participating member of the active body of deacons.

An active deacon may personally elect to become inactive. Conversely, if a deacon is not fulfilling his responsibilities, the chairman of deacons shall encourage faithfulness to these responsibilities. If no favorable results are achieved, the church may vote to dismiss said deacon from the deacon body.

**SECTION 5: Clerk & Assistant Clerk**

The church shall elect annually a clerk and assistant clerk as its clerical officer(s). The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members with dates of admission, transfer of letter, death, or erasure, together with a record of baptisms. The clerk shall issue letters of transfer voted by the church and preserve on file all communications and written official reports. The clerk shall be responsible for preparing the annual letter of the church to the Association. The assistant clerk shall provide assistance to the clerk in fulfilling these respective duties or perform such responsibilities during the clerk's absence.

The church may delegate some of the clerical responsibilities to a church secretary who shall assist the elected clerk. All church records are church property and shall be kept at the church.

**SECTION 6: Treasurer & Assistant Treasurer**

The church shall annually elect a church treasurer as its financial officer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized persons, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. The assistant treasurer shall provide assistance to the treasurer in fulfilling these respective duties or perform such responsibilities during the treasurer's absence.

**ARTICLE II: SPECIAL COMMITTEES**

**SECTION 1: Pastor Search**

At such times as the church is without a duly elected pastor, a notice of one week, (as pertains to a special called business meeting), shall be given for the purpose of electing a Pastor Search Committee. This notice shall be given by the chairman of deacons who shall moderate the meeting.

The committee shall consist of five members and two alternates. Committee composition must include at least three male members of the church. The five individuals receiving the highest number of votes shall serve on the committee. Alternates shall be selected from the church members receiving the sixth and seventh highest number of votes. Those eligible to serve shall be resident members of a least six months membership and in good standing.

Those who wish not to serve shall give notice by written list prior to the election.

Once elected, the committee shall meet as soon as possible to select a chairman and proceed to seek out a minister of the Gospel whose Christian character and education qualifies him to serve as pastor of this church.

When as such time the committee can offer a unanimous recommendation to the church of a nominee, the following process shall be followed:

- The committee chairman shall give notice of a special business meeting for the purpose of presenting the prospective pastor for a trial sermon and votes. (Refer to Article IV Section 2 “Special Called Business Meeting”)

- The vote shall be from resident members of at least six months membership who are in good standing in the church. The method of vote shall be secret ballot with an 85% approval. No provision shall be made for absentee voting.
- In the event of a negative vote, the meeting shall adjourn without further discussion.
- When the vote is completed and a call extended, upon acceptance of the call by the pastor, the committee shall be dissolved.

**SECTION 2: Minister of Music Search**

At such time when a vacancy occurs with the minister of music position, a Music Search Committee shall be elected. The church shall follow the same selection procedures as described for the Pastor Search Committee with the following exception: There shall be a minimum of two choir members on the committee at all times.

All notifications of meetings, method of voting, and candidate approval percentage shall be the same as the Pastor Search Committee.

**SECTION 3: Youth Director Search**

At such time when a vacancy occurs with the minister of youth director position, a Youth Director Search Committee shall be elected. The church shall follow the same selection procedures as described for the Pastor Search Committee with the following exception: There shall be three adults to serve at all times and two youth, one youth being male and one youth being female.

All notifications of meetings, method of voting, and candidate approval percentage shall be the same as the Pastor Search Committee.

**SECTION 4: Associate Pastor Search**

At such time when a vacancy occurs with the associate pastor position, the church will vote whether or not the associate pastor position will be filled. If the church votes to fill the associate

*First Baptist Church of Cherokee Constitution & By-Laws October 25, 1998*

pastor position an Associate Pastor Search Committee shall be elected. The church shall follow the same selection procedures as described for the Pastor Search Committee.

All notifications of meetings, method of voting, and candidate approval percentage shall be the same as the Pastor Search Committee.

**ARTICLE III: STANDING COMMITTEES**

**SECTION 1: Nominating**

The Nominating Committee shall be charged with recommending officers and workers for all positions to be filled by volunteers including vacancies occurring from time to time. Each nominee shall be a member of the First Baptist Church of Cherokee, been carefully and prayerfully considered, appropriately contacted to determine their willingness to serve, and informed of their responsibilities. The nominating committee shall serve for a period of one year and shall be selected by the members of the preceding nominating committee. The prospective members shall be presented to the church body for approval. The composition of the committee shall be as follows:

- Chairman of Deacons
- Sunday School Director
- Discipleship Training Director
- Church Member
- Church Member

The Nominating Committee shall recommend positions to be filled for each of the following committees within the church: Baptismal, Lord's Supper, Budget & Finance, Personnel, Missions, Hostess, Building & Grounds, Pastorium, Van, Flower, Recreation, Children's, Church Council, Benevolence, Food Ministry, and Youth Council.

Prospective committee members shall be presented to the church body for approval.

**SECTION 2:           Baptismal**

The Baptismal Committee shall consist of two men and two women. It shall be the duty of this committee to be in charge of all necessary arrangements for the ordinance of baptism and to assist the pastor and candidate as necessary. It is the committee's responsibility to fill the baptistry and make certain the baptismal robes are clean and in place.

**SECTION 3:           Lord's Supper**

The Lord's Supper Committee shall consist of the chairman of deacons and his wife. They shall be responsible for all necessary arrangements for the observance of the Lord's Supper. They shall also be responsible for cleaning up following the service.

**SECTION 4:           Budget & Finance**

The Budget & Finance Committee develops and recommends overall financial development plans, a church budget, and budget subscription plans. It advises and recommends in the administration of the gifts of church members and others using sound principles of financial management. It works with the treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church. This committee shall meet regularly to review and appropriate the income and expenditures of church funds. The committee composition shall be as follows:

- Chairman of Deacons
- Church Treasurer
- Church Member
- Church Member
- Church Member

**SECTION 5:           Personnel**

The personnel Committee shall assist the church in matters of employing and discharging non-ministerial paid personnel. This committee shall also provide assistance regarding employment matters for ministerial and non-ministerial paid personnel, excluding pastor, after said personnel are employed on the church field. Recommendations of the Personnel Committee shall be presented to the active deacon body and subsequently to the church membership for final disposition.

**SECTION 6:           Missions**

The Missions Committee shall be responsible for planning, coordinating, and promoting mission activities which extend beyond the local ministries of the church. Examples include such activities as the annual mission trip, mission conferences, etc.

**SECTION 7:           Hostess**

The Hostess Committee shall consist of at least four church members. This committee shall be in charge of all church-wide fellowships. The committee shall be responsible for the purchases of needed equipment, food, and the overall upkeep of the kitchen and the fellowship hall. The

committee shall also recommend to the Budget & Finance Committee the finances needed for purchase of adequate supplies.

**SECTION 8: Building & Grounds**

The Building & Grounds committee assists the church in matters related to properties administration. Its responsibility includes such areas as maintaining all church properties, securing employment or termination of custodial and grounds contract services, and identifying supervisory responsibility for such personnel.

**SECTION 9: Pastorium**

The Pastorium Committee assists the church in matters related to properties administration specifically related to upkeep of the pastorium.

**SECTION 10: Van**

The Van Committee shall be responsible for the ministerial administration of the church van along with actions necessary to ensure its ongoing maintenance and reliability.

**SECTION 11: Flower**

The Flower Committee shall be responsible for securing flowers for the sanctuary for regular worship services and also for special occasions.

**SECTION 12: Recreation**

The Recreation Committee shall oversee recreation activities associated with the functions of the church.

**SECTION 13: Children's**

The Children's Committee shall consist of four members as appointed by the nominating committee. They shall be responsible for meeting bi-monthly to plan and implement a program of activities for the children of the church (pre-k-6<sup>th</sup> grade). All plans and activities shall be coordinated through the Church Council.

**SECTION 14: Church Council**

The Church Council shall consist of the Pastor, Associate Pastor, Youth Pastor, Music Minister, Chairman of Deacons, Children's Committee representative, Brotherhood Director, Women's Ministry Coordinator, Sunday School Director, and Discipleship Training Director. They shall be responsible for meeting monthly and coordinating the work of the various organizations ministries of the church, preparing a calendar of activities and events for distribution to the membership of the church; projecting goals and means of achieving the purposes of the church, and to evaluate the total church program.

**SECTION 15: Benevolence**

The Benevolence Committee shall be responsible for the ministerial administration of available church funds to assist people in need that meet qualifications set forth by the committee.

**SECTION 16: Food Ministry**

The food Committee shall be responsible for the ministerial administration of food and clothing monthly and in time of devastation to assist people in need that meet the qualifications set forth by the committee. The committee shall be responsible for organizing and stocking the food and clothing pantries.

**SECTION 17: Youth Council**

The Youth Advisory Council exists to advise, assist, and help facilitate the student ministry *under both the discretion and direction of the Student Pastor*. The goal of this council is to promote the integrity and effectiveness of this ministry and it shall be composed of six adults, the pastor, and the student pastor.

**ARTICLE IV: MEETINGS**

**SECTION 1: Business Meetings**

Regular monthly business meetings shall be held Wednesday after the second Sunday of the month. The regular conference shall be announced in the bulletin the Sunday preceding the meeting on Wednesday night. At this time, spiritual and material matters of the church may be discussed and plans projected for progress in church endeavors. "Robert's Rules of Order" shall be used to conduct business meetings in an orderly manner.

**Moderator:** The pastor, or in his absence the chairman of deacons, shall preside over all church business meetings as moderator. If these are not available, the pastor may designate another deacon in good standing to preside. No meeting shall be considered at any time unless these conditions have been met.

**Quorum:** A quorum shall consist of 10% of the members of the church, but not less than 25 members in attendance. There shall be no proxy votes.

**Minutes:** The church clerk shall keep minutes of each meeting and shall record the number present, whether a quorum was present, and what actions were taken by the church body.

## **SECTION 2: Special Called Business Meetings**

In addition to the stated regular business meetings, a meeting of the church may be called at any time by the pastor or chairman of deacons. Special called meetings (other than the regular monthly business meeting) shall be announced in two regular scheduled services prior to the chosen date of the special called business meeting and placed in the church bulletin for two consecutive weeks prior to the meeting. "Robert's Rules of Order" shall be used to conduct special called business meetings in an orderly manner.

## **POLICIES AND PROCEDURES**

### **ARTICLE I: PERSONNEL POLICIES**

The First Baptist Church of Cherokee shall obtain the services of personnel as required whose positions are categorized as Ministerial Staff, Non-Ministerial Staff, or Contract Services. Position identifications along with the respective church membership status requirements are stated as follows:

<b>Position Category</b>	<b>Position Identification</b>	<b>Membership Status Requirement</b>
<b>Ministerial Staff</b>	<ul style="list-style-type: none"> <li>● Pastor</li> <li>● Minister of Music</li> <li>● Youth Director</li> <li>● Associate Pastor</li> </ul>	Member of the First Baptist Church of Cherokee
<b>Non-Ministerial Staff</b>	<ul style="list-style-type: none"> <li>● Church Secretary</li> </ul>	Non-Member of the First Baptist Church of Cherokee
<b>Contract Services</b>	<ul style="list-style-type: none"> <li>● Grounds Worker</li> <li>● Custodian</li> </ul>	Non-Member of the First Baptist Church of Cherokee

**ARTICLE II: JOB DESCRIPTIONS**

**SECTION 1: Pastor**

**PRINCIPLE FUNCTION**

The pastor is responsible for the leadership of the congregation, organization, and church staff in spiritual ministries of the church.

**RESPONSIBILITIES**

*First Baptist Church of Cherokee Constitution & By-Laws October 25, 1998*

1. The pastor is leader of spiritual ministries in the church. As such he works with the church body to lead the church in the achievement of its objectives, proclaim the Gospel to believers and unbelievers, and care for church members and other persons in the community by maintaining reasonable office, visitation, and pastoral hours.
2. The pastor shall reside on the church field, (i.e., Cherokee, Alabama).
3. The pastor shall have two days off per week.
4. The pastor shall be allowed to attend the Southern Baptist Convention and Alabama Baptist Convention each year.
5. The pastor shall be allowed to conduct two non-resident revivals annually. The revivals may encompass one week in duration.
6. The church provides three weeks paid vacation yearly.

**SECTION 2: Minister of Music**

**PRINCIPLE FUNCTION**

The Minister of Music is responsible to the pastor for the directions, development, and promotion of the music program of the church.

**RESPONSIBILITIES**

*First Baptist Church of Cherokee Constitution & By-Laws October 25, 1998*

1. To plan and direct the music for regular worship services.
2. Assist the pastor in planning the order of worship services. Be responsible for selection of music.
3. Coordinate choirs for different age levels.
4. Provide regularly scheduled choir rehearsals and promote time and place of rehearsals.
5. Provide special music for both Sunday services by using choirs, solos, ensembles, etc.
6. Provide a choir for Sunday services.
7. Responsible to see that all music materials used for rehearsals or worship services are returned to file.
8. Maintain an organized file or system for all church music.
9. When requested, be available for suggestions for music for special services such as funerals or weddings.
10. Plan periodic special music programs such as cantatas for Christmas, Easter, thanksgiving, etc. Such presentations should be planned jointly with the pastor and put on the church calendar well in advance.
11. Give direction to a music program plan of enlistment for additional choir members.
12. Present a report of the musical program to the church during the monthly business meeting.
13. Participate in programs offered by our Association which deal with training for improvement of choirs and church musical programs.
14. Select and request the purchase of music and supplies for all choirs.
15. Develop and use church talent by teaching music and allowing experience for soloist, ensembles, and accompanist.
16. Support all church activities by attendance and participation.
17. The church provides two weeks paid vacation yearly. Vacation time should be planned in advance with the pastor. An able substitute should be acquired. Allowable absences shall be identified as follows: two weeks vacation, one week paid ministerial conferences or activities, and two weeks unpaid vacation.
18. Church employee job description shall be reviewed or revised as the need arises.

**SECTION 3: Part-Time Minister of Music**

**PRINCIPLE FUNCTION**

*First Baptist Church of Cherokee Constitution & By-Laws October 25, 1998*

The Part-time Minister of Music is responsible to the pastor for the directions, development, and promotion of the music program of the church.

**RESPONSIBILITIES**

1. To plan and direct the music for regular worship services (Sunday morning, Sunday night, and Wednesday night).
2. Assist the pastor in planning the order of worship services. Be responsible for selection of music.
3. Provide regularly scheduled choir rehearsals and promote time and place of rehearsals
4. Provide special music for both Sunday services by using choirs, solos, ensembles, etc.
5. Maintain an organized file or system for all church music.
6. Responsible to see that all music materials used for rehearsals or worship services are returned to file.
7. Plan periodic special music programs such as cantatas for Christmas, Easter, thanksgiving, etc. Such presentations should be planned jointly with the pastor and put on the church calendar well in advance.
8. Give direction to a music program plan of enlistment for additional choir members.
9. Present a report of the musical program to the church during the monthly business meeting.
10. Select and request the purchase of music and supplies for all choirs keeping within the music budget.
11. Support all church activities.
12. The part-time music director shall have one week paid vacation yearly which should be planned in advance with the pastor. In any other absences, the part time minister of music shall obtain and compensate a capable supply. Allowable absences shall be identified as follows: one week paid vacation and three weeks unpaid ministerial conferences or activities.

**SECTION 4: Youth Director**

## **PRINCIPLE FUNCTIONS**

The Youth Director is responsible to the pastor for the coordination and promotion of a youth program helpful to spiritual growth and Christian fellowship.

## **RESPONSIBILITIES**

1. Work with the youth choir, conduct regularly scheduled rehearsals, and periodically present special music in worship services.
2. Be activity involved in other church work which involves youth such as Vacation Bible School, Sunday School activities, etc.
3. Plan at least one youth activity per month such as fellowships, Bible study, recreation, etc.
4. Plan at least one major activity per quarter such as skating, retreat, banquet, etc. the major activities should be planned with the pastor and placed on the church calendar in advance.
5. Periodically plan activities for younger children.
6. Observe Youth Week annually.
7. Whenever possible, participate in youth activities sponsored by the Association.
8. Periodically plan youth-led worship service.
9. Promote all youth activities well in advance, promote in worship service, and use church newsletter or weekly bulletin.
10. Organize a Youth Committee.
11. Provide and promote an outreach ministry for youth.
12. Responsible to supervise all youth activities and see that all activities are well chaperoned.
13. When activities are conducted in church facilities, be responsible for leaving building in an orderly manner, responsible, for adjusting heating and cooling, turning off lights, and locking all main entrances.
14. Activities involving excessive expenditures should be shared with the pastor and with the church during the monthly business meeting.
15. Present a youth report during each monthly business meeting.
16. The church provides two weeks paid vacation yearly. Vacation time should be planned in advance with the pastor. An able substitute should be acquired. Allowable absences shall be identified as follows: two weeks vacation, one week paid ministerial conferences or activities, and two weeks unpaid vacation.

17. Church employee's job description shall be reviewed or revised as the need arises.

## **SECTION 5: Part-Time Youth Director**

### **PRINCIPLE FUNCTIONS**

The Part-time Youth Director is responsible to the pastor for the coordination and promotion of a youth program helpful to spiritual growth and Christian fellowship.

### **RESPONSIBILITIES**

1. Be activity involved in other church work which involves youth such as Sunday School activities, Discipleship training, and Wednesday night Bible Study.
2. Plan at least one youth activity per month such as fellowships, Bible study, recreation, etc.
3. Plan at least one major activity per quarter such as skating, retreat, banquet, etc. the major activities should be planned with the pastor and placed on the church calendar in advance.
4. Observe Youth Week annually.
5. Whenever possible, participate in youth activities sponsored by the Association.
6. Periodically plan youth-led worship service.
7. Promote all youth activities well in advance, promote in worship service, and use church newsletter or weekly bulletin.
8. Organize a Youth Committee consisting of adults and youth.
9. Encourage an outreach ministry for youth through various programs.
10. Responsible to supervise all youth activities and see that all activities are well chaperoned.
11. When activities are conducted in church facilities, be responsible for leaving building in an orderly manner, responsible, for adjusting heating and cooling, turning off lights, and locking all main entrances.
12. Activities involving excessive expenditures should be shared with the pastor and with the church during the monthly business meeting.
13. Present a youth report during each monthly business meeting.
14. The church provides one week paid vacation yearly. Vacation time should be planned in advance with the pastor. Other absences from the church field shall mean no compensation for that time. Allowable absences shall be identified as follows: one week paid vacation and three weeks unpaid ministerial conferences or activities.
15. Church employee's job description shall be reviewed or revised as the need arises.

## **SECTION 6: Church Secretary**

### **PRINCIPLE FUNCTION**

The Church Secretary is responsible to the pastor for performing secretarial duties related to pastoral and educational ministries and public relations of the church.

### **RESPONSIBILITIES**

1. Serve as the pastor's secretary.
2. Maintain the number of office hours as allowed by the church budget and maintain office hours as agreed upon by the pastor and secretary. Any change in office hours should be announced to the church in advance of change.
3. Serve as a receptionist to the pastor, make appointments, answer telephone, and receive visitors.
4. Pick up, sort, and route all incoming mail. (As directed by pastor.)
5. Handle and mail all out-going church related mail.
6. Maintain a current membership roll for office use.
7. Maintain an up-to-date mail-out list.
8. Maintain church calendar in current status.
9. Remind pastor of messages, appointments, meetings, etc.
10. Type letters and church related materials, etc. for pastor, minister of music, and youth director.
11. Contact all persons to be baptized of time and date.
12. Help pastor keep up-to-date visitation and prospect file.
13. Keep up-to-date files and records.
14. Keep and file copies of all letters and correspondences sent by pastor.
15. Prepare and present weekly bulletins and monthly newsletters.
16. Order office supplies as needed.
17. All secretarial work should be church related, by priority and the direction of the pastor and the secretary.

***First Baptist Church of Cherokee Constitution & By-Laws October 25, 1998***

18. In absence of the pastor, the secretary is responsible for relaying emergency messages to the pastor's home.
19. In absence of a staff member, the secretary is responsible for closing the offices, turning out lights, adjusting heating and cooling, and locking all doors.
20. The secretary shall assist in the deacon ministry by contacting deacons concerning illness, death, etc.
21. All church matters brought to the pastor through the church office are to be kept confidential.
22. The secretary shall perform other church related duties when assigned by the pastor or as needs arise.
23. Report office equipment needs to pastor, chairman of deacons, or chairman of Budget & Finance Committee.
24. Post all receipts and disbursements of all accounts according to financial systems.
25. Keep record and sort weekly offering on individual accounts.
26. Prepare, type, print, and present monthly financial statement for monthly business meeting.
27. Prepare, type, print, and present monthly financial statement on or near October 1<sup>st</sup> of each year.
28. Check totals on all invoices and keep responsible persons informed of their budget expenditures.
29. Report spending abuses to pastor and Budget & Finance Committee.
30. Order all church literature, pay bills, staff salaries, and make disbursements at proper due date.
31. Serve as chief purchasing agent of the church.
32. Mail out individual contribution statements on or near January 1<sup>st</sup> of each year.
33. Maintain supplies, forms, records, and stewardship envelopes.
34. Receive and answer inquires concerning the financial matters of the church. Maintain a file of invoices, correspondences, and reports.
35. The church provides two weeks paid vacation yearly. Vacation time should be planned well in advance with the pastor. An able substitute should be acquired.
36. Church employee job description shall be reviewed or revised as the need arise.

**SECTION 7: Part-Time Associate Pastor**

**PRINCIPLE FUNCTION:**

The part-time associate pastor is responsible for assisting the pastor in the leadership of the congregation, organization, and church staff in spiritual ministries of the church.

**RESPONSIBILITIES:**

1. The part-time associate pastor in cooperation with the pastor is a leader of spiritual ministries in the church. As such he works with the church body to lead the church in the achievement of its objectives, proclaim the Gospel to believers and unbelievers, and care for church members and other persons in the community.
2. Assist the pastor in planning the order of worship services.
3. Support all church activities by attendance and participation.
4. The part-time associate pastor shall be allowed to conduct one non-resident revival annually. The revival may encompass one week in duration.
5. The part-time associate pastor will conduct services in the absence of the pastor. Exceptions to this will require deacon body approval.
6. The part-time associate pastor shall have one week paid vacation yearly which should be planned in advance with the pastor. Allowable absences shall be identified as follows: one week paid vacation and three weeks unpaid ministerial conferences or activities.
7. Church employee job description shall be reviewed or revised as the need arises.

**SECTION 8: Pastoral, Staff, Teacher Counseling and Conduct**  
**First Baptist Church of Cherokee**  
**Pastoral, Staff, Teacher Counseling and Conduct**  
**Policy and Procedures**

Counseling is an extension of pastoral and staff's total work. Counseling should provide scriptural and spiritual insight as well as perspective on what is happening in the counselee's life, given the pastor and staff's training and experience and the exercise of the gifts of wisdom, discernment, and teaching. The pastor and staff acts in a role as one who helps the counselee deal with conflict but also keeps conflict in bounds.

Integrity and ethics within counseling are key. The integrity of the pastor and/or staff are that of faithfulness to the Lord. The ultimate issue is the counselee relationship to the Lord. Secondly the pastor/staff is to have integrity of the role of integrity by listening and addressing the counselee. Thirdly there is a integrity to the scriptures and therefore what is shared with an counselee must not be in violation of scriptural principles. Fourth there is integrity with the congregation. Fifth integrity can concern the limits of the pastor and/or staff's training, experience, or responsibility. The next area is ethics and the pastor and/or staff has a responsibility to know the variety of professionals to whom they might refer. Secondly the pastor and/or staff have the responsibility to appropriately present the referral to the counselee and explain how to contact them. Thirdly the pastor and/or staff must reassure the counselee about their relationship together. Fourthly the pastor and/or staff must keep proper contact with the professional to whom the counselee has been referred.

General guidelines for pastor and/or staff counseling include but are not limited to the following areas: maintaining confidentiality, avoiding manipulating the counselee, avoiding making decisions for the person seeking help, inappropriately carrying messages, not being a voyeur, and never becoming romantically and/or sexually involved with a counselee.

**Standards**

1. **Conduct of Pastor/Staff/Teacher**
  - A. Shall not step beyond their competence in counseling situations and shall refer counselee to other professionals when appropriate.
  - B. Shall carefully consider the possible consequences before entering into counseling relationships with someone they have a pre-existing relationship.
  - C. Shall not audio or videotape sessions.
  - D. Shall never engage in sexual intimacies with counselee or relatives or friends of counselee.

- E. Shall assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling related relationships.
- F. Shall avoid all physical contact including but not limited to touching, hugging, and holding in order that it is not misunderstood.
- G. All sessions should not be conducted in private living quarters and should not be held in places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.
- H. All sessions held with the opposite sex or minors should be conducted with a witness (3rd Party). If not available then the counselee should be directed to an appropriate professional or a time should be agreed upon to meet.
- I. Closed door sessions should not take place when a witness (3rd Party) is not available.
- J. Logs of times and places of sessions should be maintained for each counselee.
- K. Should refrain from the use of drugs and alcohol at all times.

**2. Confidentiality**

- A. Information obtained in the course of sessions shall be kept confidential except for but not limited to information provided that lays out a clear and imminent danger to the counselee or others. At this time the pastor and/or staff should inform the counselee of the consequences of the actions.
- B. Shall be minimal records of content of sessions kept.
- C. While counseling a minor and a serious threat to the welfare of the minor is discovered written consent from the minor to report the confidential information to the appropriate professional (counselor, proper authorities, etc.) should be obtained and the deacon body notified that additional steps are being taken from a counseling session.

**3. Conduct with Youth/Children**

- A. A team approach should be used when managing youth/children's activities including emergency situations.
- B. Pastor and/or staff/teacher should not be alone with any youth/children behind closed doors.
- C. Youth/children should not stay overnight at the pastor/staff/teacher's residence.
- D. Pastor and/or staff/teacher on overnight trips should not stay in a room alone with youth/children. Another adult should be in the room.
- E. Pastor and/or staff/teacher should refrain from horse play, wrestling, etc. with youth/children. Physical contact with youth/children should be avoided except but not limited to emergencies, activities that may have incidental contact (basketball, kickball, etc.), etc.
- F. Should refrain from the use of drugs and alcohol at all times.

**4. Sexual Conduct**

- A. Professional conduct should be exercised at all times.
- B. No pastor and/or staff/teacher should exploit another person for sexual purposes.
- C. Allegations of sexual misconduct should be taken seriously and reported to the deacons and then reported to the appropriate authorities if involves a minor.

**5. Harassment**

- A. Pastor and/or staff/teacher should provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- B. Harassment encompasses a broad range of actions including but not limited to physical or mental abuse, racial insults, derogatory slurs, unwelcome sexual advances or touching, and display of offensive material. Harassment can be a single incident or a pattern of behavior that is used to create a hostile, offensive, or intimidating environment.
- C. Allegations of harassment should be taken seriously and reported to the deacons and if appropriate reported to the appropriate authorities.

I have read and understand the roles and responsibilities of a pastor, staff member, and/or teacher when counseling and/or supervising counselees, youth, and children.

\_\_\_\_\_  
Pastor/Staff Member/Teacher Signature

\_\_\_\_\_  
Date

**ARTICLE III:        Wedding Policy**

**SECTION 1: Wedding Guidelines**

- 1. Church members and their immediate family and non-church members may use the church for weddings. Immediate would be defined as parents, children, grandparents, grandchildren, brothers, and sisters. Request by non-church members shall be submitted to the church council to be presented to the church body for approval. Upon approval by the church body, the wedding request will be given to the church council for scheduling on the calendar. Request by church members shall be made to the church council for scheduling on the calendar.
- 2. The wedding date and rehearsal date should be booked well in advance with the church secretary or pastor who then will give the date to the church council to be placed on the church calendar.
- 3. A director for the wedding and rehearsal is welcome and encouraged, but the pastor is to be in charge at both the wedding and rehearsal.
- 4. All food and drink should be consumed in the reception area (fellowship hall).
- 5. No decoration(s) are to be used that shall mar walls, furniture, carpet, or any wood trim. This includes such things as putty, glue, nails, tacks, and/or other materials that would cause any damage to the building or furnishings.
- 6. The prayer rails are not to be moved from its present location without permission and supervision of the pastor or a designated person.
- 7. All furniture that is moved from its original position must be placed back in the original arrangement (includes: sanctuary, classrooms, or fellowship hall).
- 8. All candles must have protection to prevent tallow from dripping onto carpet and/or wood.
- 9. No alcoholic beverages of any type are allowed anywhere in the church's buildings or on the grounds.
- 10. The kitchen facilities are to be clean and in order. Please leave all dish towels in the kitchen.
- 11. The floors should be cleaned of any debris. All liquid spills are to be cleaned from floors. Cake and other foods should be removed from the carpet and the tile floors.
- 12. Please leave all outside entrances free of rice. All litter and debris on the church lawn left as a result of the wedding should ne cleaned and placed in the outside trash cans. All trash must be placed in garbage bags before placed in garbage cans.
- 13. Please turn off all lights after the wedding. Unless otherwise instructed, please turn off the heat or air conditioning.
- 14. No smoking is allowed anywhere inside the church's building, including the reception area (fellowship hall).

15. All wedding music must receive prior approval by the Cherokee First Baptist Church Minister of Music in conjunction with the church council.

## **SECTION 2: Church Member or Immediate Family Wedding Contract**

### Contract of Agreement Church Member or Immediate Family

I, do hereby contract with the First Baptist Church of Cherokee, Alabama, to accept and abide by the following items:

1. I agree to abide by all the conditions listed on the church's published wedding guidelines sheet. I also agree to be responsible for seeing that all guests abide by these guidelines. I take specific notice that absolutely no alcoholic beverages or smoking are allowed anywhere on the property of the First Baptist Church of Cherokee. I am aware that no animals or birds are to be allowed inside the building of the First Baptist Church of Cherokee.
2. I agree to pay a refundable deposit of \$225.00 up front for cleaning services. I agree that I shall be responsible for the cleaning of the buildings used following the wedding and reception according to the cleanup checklist in order to be refunded the \$225.00 or I have the option to forfeit the \$225.00 cleaning deposit and the church shall provide the cleaning services.
3. I agree that I shall pay a mandatory \$75.00 Sound Person Deposit, unless no sound equipment or sound person is used during any part of the wedding.
4. I agree that I shall be responsible for any damages occurring to the building or theft of property of the Cherokee First Baptist Church or its members as a result of the use. I shall pay in full any charges resulting from any such damages or thefts.
5. I agree that persons from the First Baptist Church of Cherokee may be present to observe the cleaning and condition of the buildings.
6. I shall not hold the First Baptist Church of Cherokee or any member responsible for injuries incurred during wedding activities under the terms of this contract.

Agreed to and signed by me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_

(Legal Signature)

\_\_\_\_\_

(witness)

\_\_\_\_\_

(witness)

**SECTION 3: Non-Church Member Wedding Contract**

Contract of Agreement  
Non-Church Member

I, do hereby contract with the First Baptist Church of Cherokee, Alabama, to accept and abide by the following items:

1. I agree to abide by all the conditions listed on the church's published wedding guidelines sheet. I also agree to be responsible for seeing that all guests abide by these guidelines. I take specific notice that absolutely no alcoholic beverages or smoking are allowed anywhere on the property of the First Baptist Church of Cherokee. I am aware that no animals or birds are to be allowed inside the building of the First Baptist Church of Cherokee.
2. I agree that I shall pay a mandatory \$225.00 cleaning deposit, that is non-refundable, and the church shall provide the cleaning services.
3. I agree that I shall pay a mandatory \$75.00 Sound Person Deposit that is non-refundable, unless no sound equipment or sound person is used during any part of the wedding.
4. I agree that I shall pay a mandatory \$250.00 utility deposit that is non-refundable.
5. I agree that I shall be responsible for any damages occurring to the building or theft of property of the Cherokee First Baptist Church or its members as a result of the use. I shall pay in full any charges resulting from any such damages or thefts.
6. I agree that persons from the First Baptist Church of Cherokee may be present to observe the cleaning and condition of the buildings.

7. I shall not hold the First Baptist Church of Cherokee or any member responsible for injuries incurred during wedding activities under the terms of this contract.

Agreed to and signed by me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

(Legal Signature)

\_\_\_\_\_

(witness)

\_\_\_\_\_

(witness)

#### **SECTION 4: Clean-up Checklist**

##### **Sanctuary:**

1. All furniture that is moved from its original position must be placed back in the original arrangement.
2. The floors should be cleaned of any debris. All liquid spills are to be cleaned from floors.
3. Please turn off all lights after the wedding
4. Unless otherwise instructed, please turn off the heat or air conditioning
5. Sanctuary should be vacuumed.
6. All programs or other debris should be removed from seats.
7. All decoration(s) shall be removed.

##### **Fellowship Hall:**

1. The kitchen facilities are to be clean and in order. Please leave all dish towels in the kitchen

2. The floors should be cleaned of any debris. All liquid spills are to be cleaned from floors.
3. Cake and other foods should be removed from the carpet and the tile floors.
4. All trash must be placed in garbage bags before placed in garbage cans.
5. Please turn off all lights after the wedding.
6. Unless otherwise instructed, please turn off the heat or air conditioning.
7. All furniture that is moved from its original position must be placed back in the original arrangement.

**Bathrooms:**

1. All trash must be picked up and placed in garbage bags before placed in garbage cans.
2. Please turn off all lights after the wedding.
3. The floors should be cleaned of any debris. All liquid spills are to be cleaned from floors.

Section 4 continued:

**Outside:**

1. Please leave all outside entrances free of rice.
2. All litter and debris on the church lawn left as a result of the wedding should be cleaned and placed in the outside trash cans.
3. All trash must be placed in garbage bags before placed in garbage cans.

**Classrooms/Basements:**

1. Please turn off all lights after the wedding.
2. Unless otherwise instructed, please turn off the heat or air conditioning.
3. All trash must be picked up and placed in garbage bags before placed in garbage cans.

4. All trash picked up and must be placed in garbage bags before placed in garbage cans.
5. All furniture that is moved from its original position must be placed back in the original arrangement.
6. The floors should be cleaned of any debris. All liquid spills are to be cleaned from floors.

#### **ARTICLE IV: Sunday School Teacher Qualifications and Policies**

The nature of teaching in First Baptist Church Cherokee brings to bear an awesome weight of responsibility on those who hold such positions. **James 3:1** clearly states, “**Not many of you should become teachers, my brothers, for you know that we who teach will be judged with greater strictness.**” In view of the gravity of teaching, the following biblical standard of qualifications and policies will be administered for all teaching positions (Sunday school, Children’s church, Discipleship Training, Wednesday night classes, etc.). The purpose behind upholding such a standard is for the glory of God and the protection of both the leadership and membership of the church.

##### **A. Teacher Qualifications:**

1. Teachers must be born again and members of this particular local church for at least one year (John 3:1-8).
2. Teachers must be regular students of the word of God. Personal bible study is non-negotiable in the life of one who desires to teach at any level in the church (2 Timothy 2:15).
3. Teachers must be devoted to God-centered prayer and intimate communion with Jesus Christ (Matthew 6:9-10, Colossians 4:2).
4. Teachers must be personally involved in fulfilling the Great Commission through evangelism and discipleship (Matthew 28:18-20).
5. Teachers must be doctrinally sound. They must be in complete agreement with the teachings of orthodox Christianity and the Baptist Faith and Message 2001 (Titus 2:1).
6. Teachers must be able to teach and called to the position they hold (Romans 12:3-8).
7. Teachers must maintain a godly witness in the community (1 Peter 2:12).
8. Teachers must regularly attend the public worship services of First Baptist Church Cherokee. Those in such positions of leadership should set the example of faithfully worshiping in a corporate setting (Hebrews 10:25).
9. Teachers must possess a teachable spirit if they are to successfully teach others (Proverbs 10:17, 11:2).

##### **B. Teacher Policies:**

1. Your main responsibility involves weekly preparation for your lesson and presentation to your class on Sunday/ and or Wednesday.

2. Be on time for your class. As a teacher, “on time” is at least 10 minutes or more before the announced starting time.
3. Class time is valuable; therefore do not waste it on discussion that is not centered on the lesson. The majority of your class is to be focused on teaching and content discussion.
4. The position of teacher is not an opportunity for an individual to espouse their disagreement with the overall program of the church, the pastor, or fellow teachers. Should such disagreements arise bring them to the knowledge of your pastor and deacons.
5. In order to maintain accurate records for Sunday school the class/department reports is to be completely filled out.
6. Follow up absentees with cards, phone calls and visits, when appropriate.
7. If and when teacher training is provided all teachers are expected to participate.
8. All Sunday school teachers of adult classes are encouraged to plan occasional (biannually) extra-curricular activities.
9. All teachers are subject to an official background check at any time.

**AMENDMENTS TO CONSTITUTION & BYLAWS**

<b>Document Description</b>	<b>Document Purpose</b>	<b>Amendment Requirements</b>
<b>Constitution</b>	Document broad in scope defining the name, purpose, covenant, articles of faith, incorporation, affiliations, memberships, and ordinances of the church.	Changes in the Constitution or By-Laws may be made at any regular church business meeting provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting and to each member requesting one at the church office. Amendments to the Constitution of By-Laws shall be by two-thirds (2/3) of votes cast of church members present.

*First Baptist Church of Cherokee Constitution & By-Laws October 25, 1998*

<b>Bylaws</b>	Document more specific in detail describing the officers, special & standing committees, and meetings associated with the functioning of the church.	
<b>Policies &amp; Procedures</b>	Document which provides the specific details for personnel policies, job descriptions, and wedding guidelines for the church.	Changes to policies & procedures shall be made at any church business meeting with a simple majority vote of church members present.